

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
January 24, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:09 PM.
- b) Attendees: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Timothy Shamble (Oatlands), Mike Stracka (PMP), Chris Codino (Advantage Landscape)
- c) Residents/Guests: William Spencer, Minor Rd; Matt Brown, Benton Ct.

2) COMMITTEE ADMINISTRATION

- a) Approval of the November 2021 meeting minutes. Jim Krips moved to approve. Pamela McGraw seconded. Corrections and clarifications from Penny per BOD Budget: Item 5E, BOD did carry forward unused funds. Also Item 6, Grounds Committee might want to consider spending \$2,500 for a study by CountrySide's Reserve Analysts that would determine if the Pond could be added to the Reserve Study and funded accordingly in the future; would still require Board approval, if study recommended so designating the Pond. Barb abstained from vote because she was not in attendance. Penny explained per Robert's Rules of Order, a vote to approve Minutes is meant to signify a member's trust in the committee to properly record the minutes; this is independent of whether the committee member was present at the meeting in question. Motion to approve Minutes was carried.
- b) The Committee welcomed a new Chair, Penny Francke, the Oakridge representative on the BoD, and Tim Shamble, our new member representing Oatlands.
- c) Pamela McGraw was unanimously elected as Alternate Chair.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of a resident concern regarding common area trees and limbs adjacent and over their property at 46 Benton Court. Diane Blunt, Welbourne rep, viewed the tree last year when it first came up and advocated for trimming. Mike will add it to the next tree day to trim a few limbs.
- b) Discussion of a resident concern regarding common area trees and limbs adjacent and over their property at 138 Minor Road. Homeowner confirmed that he is open to removal of the trees without the promise of replacement. Mike will have Advantage (landscaping contractor) evaluate the line of trees and come back with a recommendation to the Committee for remedial options.

4) ADVANTAGE ITEMS

- a) Landscape Services
 - i) Mike outlined the Committee's expectations for Advantage's reporting and meeting participation.
- b) Tree Services
 - i) 3 regular tree service days were completed during the last weeks of the previous vendor's contract since the last meeting (November - December 2021).
 - ii) Review of the current tree services list. Mike to update with a couple of additions.

c) Snow Removal Services

- i) Snow removal services on the streets and the trails were necessary to address the 4.5 inches of snow received on January 3rd and the 4.8 inches of snow received on January 6-7.

5) PMP REPORT

a) Common Area Ground Maintenance Items

- i) Staff replaced or repaired 6 sections of damaged split rail fencing this period, 2 damaged fire lane posts and two damaged 6x6 street signposts.
- ii) Kubota was out of service for repairs, which delayed PMP's review of all the utility monuments, underground vault boxes and power transformers on common grounds to prepare a list of needed repairs. Mike expects to complete that review within 1-2 weeks, weather permitting. PMP will submit a report to Comcast, Verizon and Dominion VA Power requesting they address the concerns noted. Mike has a specific contact name for Verizon for communications on cables and posts.

b) Accident-Related Items

- i) None this period.

c) 2022 Budget: \$50K carried forward from 2021.

d) 2022 Project List was reviewed; Committee asked Mike to correct owner of "Pool Season Preparation" (page 2) from GRNDS to FAC.

e) CountrySide Pond Items

- i) The Committee reviewed the monthly reports from Solitude (previous pond management vendor). Switched providers for the next contract, to start in April; Mike will invite the new contractor to attend the next meeting.
- ii) Loudoun County General Services will work to remove volunteer trees that have grown at the waterline of the pond's earthen dam. Pamela and Mike met with Karl Evans about upcoming improvements to the dam.
- iii) Pamela updated the Committee on the results of the Pond "Working Group"; the group is preparing educational materials for residents within the pond's vicinity on how they can help mitigate the effects of runoff, excess fertilizer, etc., and help maintain the pond's health; these materials will be communicated to residents via PMP e-mail. There currently doesn't seem to be a need for a 2022 Pond Working Group, but that can be revisited if things change. Our thanks to the 2021 Pnd Working Group: John Geiger, Jim Krips, Ron McNulty, and Pamela McGraw!

6) OLD BUSINESS

a) NVM Paving completed all outstanding punchlist items by the end of November for the street, curb and gutter and trail repairs.

b) Committee discussed "final" 2021 services provided by BrightView. Mike will ensure that BrightView is paid only for services that have been completed properly (and will dispute charges unacceptable services, like seed sown improperly). Of particular note:

- i) Jim Krips said that he would inspect the cleanup of the trees that were cut down at the Rokeby tot lot. Mike stated that BV intended to complete this work the week of January 17.

- ii) Plantings and seedings between 143 and 145 Sulgrave were not completed by BrightView. Pamela requested that Advantage be asked to bid on that work.
- iii) Tree plan should also be put out for bid.

7) NEW BUSINESS

- a) Graffiti near McPherson Circle – reported to the Sheriff and being removed this week. Also, there is graffiti on the LC school sign; Mike will report that to the school.

8) INFORMATIONAL ITEMS

- a) None this period.

9) ADJOURN

- a) Meeting Adjourned at 8:34 PM.
- b) Next regular meeting is tentatively scheduled to be held remotely at **7:00 PM on Wednesday, February 16, 2022.**

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
March 16, 2022 (**Revised 21Mar2022**)

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:03 PM.
- b) Attendees: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Timothy Shamble (Oatlands), Mike Stracka (PMP), Chris Codino (Advantage Landscape)
- c) Guest: William Spencer, resident.

2) COMMITTEE ADMINISTRATION

- a) Approval of the meeting agenda. Motion: Ron. Second: Barb. Approved unanimously.
- b) Discussion of proposed new process for approval of meeting minutes, to meet the Courier deadline and publish minutes in a timelier fashion.
- c) Confirmation of e-vote approval of the January 2022 meeting minutes. Motion: Pam. Second: Barb. Approved unanimously.
- d) Discussion of the required process and procedures to support an "Action out of Meeting" motion.
- e) In session vote to affirm the unanimous "Action out of Meeting" motion to recommend the BoD approve the \$17,099.00 quote from Advantage Landscapes. Motion: Barb. Second: Pam. Approved unanimously. Mike to ensure this is submitted for 23Mar2022 Board package.
- f) In session vote to affirm the unanimous "Action out of Meeting" motion to approve the printing and mailing of the information letters submitted by the Pond Working Group. Motion: Ron. Second: Terri. Approved unanimously.
- g) Discussion of alternative (to e-mail) contact arrangements for members to be used in the event of meeting problems, as occurred on 2/22. Committee members to send contact information they are willing to share in an e-mail to the group.

3) RESIDENT & GUEST PARTICIPATION

- a) Discussion of the Arborist's findings on the row of pine trees adjacent to 138 Minor Rd. Arborist recommended removal. Advantage estimated 2-2.5 days (est. \$4990 - \$6200) for tree removal, stump grinding, and turf repair; Chris is confident that Advantage can complete the work in 2 days. Grindings to be left behind for ground cover; turf repair to be addressed in the fall. We had discussed in the January meeting that we would consider removal of the trees, but not replacement; homeowner is still in agreement with that plan. Motion to add this work to the tree removal list: Barb. Second: Jim. Approved unanimously. Work will likely be done in April or May.
- b) Discussion of a resident request to designate a portion of curb at the end of Millard Ct. as a no parking area due to difficulty accessing their reserved parking spaces. Resident not in attendance. Mike provided history: Back in 2017, the majority of residents along that stretch of Millard Ct protested when that area was temporarily made "No Parking", since Millard has very little curb parking due to fire lane restrictions. Based on historical events, no motion / no action.

4) ADVANTAGE ITEMS

a) Landscape Services

- i) Review and discussion regarding the Advantage landscaping monthly report.

The Committee discussed proper mulching and edging procedures; Pamela has provided guidance to Advantage in a separate e-mail.

Discussion on Pam's list of observations of the spring landscaping clean-up, particularly that the Forsythias and Diervillas were sheared/pruned prior to blooming, interfering with the natural shape and blooming.

Chris asked the committee about the use of colored/dyed mulch and the Committee declined.

Mike will send Chris the pictures and specifications for the new plantings in Welbourne, Ludwell as well as all neighborhood entry beds; Advantage was asked to avoid covering new perennials--geraniums & coreopsis--plantings with mulch.

Safety issues around the trails. There are leaning fallen trees along the trail between Nicholson Court and the Tennis Court, that need to be cut and laid down. There is a large dangling branch over the trash can at the end of Nicholson Ct, intersection with the trail. Ron reminded Advantage that we want fallen trees cut to fireplace log length (18-24").

- ii) Discussion of the following proposals from Advantage:

(1) Drainage and erosion concerns at 143-145 Sulgrave: Mike and Chris visited the area on a day that was raining. Chris made his recommendation for Option B to stabilize the area from erosion.

Pam motioned to accept Option B and the Stabilization Enhancements for a total of \$1,055.70. Barb seconded. Unanimously approved.

(2) Proposal for the 5 Crepe Myrtle Shrubs for the fence line at the Rokeby Tot Lot.

Jim noted that the previous proposal was for 5-gallon but Chris proposed 3-gallon. Chris said it was personal preference and they typically use 3-gallon.

Jim motioned to accept the proposal. Tim seconded. Approved unanimously.

- iii) Review and discussion of the Advantage landscaping services calendar showing the timing of the agreement deliverables.

Pam asked about the schedule for our tree installation list if the BOD approves. Chris laid out the process, currently around two-to-four weeks after approval. Locations to be flagged for the crew. Mike will inform Committee members of scheduled plantings, so members can assist with walk/marketing locations, if available.

Diane asked if Chris anticipates having any sourcing issues on any of the items on the list? Chris has not looked at the specific cultivars sourcing yet. Penny recommended that he review the list in preparation for the anticipated BOD approval; Chris will alert Mike if any specified selections are unavailable.

Discussion on watering contract. The committee would prefer to have the watering included in the proposal. Chris will provide Mike with a Not To Exceed proposal on the watering for the \$17K of trees by Thursday, March 17th, and Mike will distribute to the Committee ASAP. Penny would like to put this to an e-vote for speedy disposition and possible inclusion in next week's Board package. Going forward, the committee asked Chris to provide proposals

Grounds Committee Meeting Minutes

March 16, 2022

Page 3 of 6

for watering options concomitant with planting proposals, so the Committee can better evaluate the proposals versus our overall budget.

- iv) Discussion of the improper cutback of the Forsythia on Algonkian and Advantage's action plan to ensure this type of action is not repeated.

Chris assured the Committee that this has been addressed with the Advantage crews, and the mistake will not be repeated.

b) Tree Services

- i) 2.5 storm damage tree service days were completed this period.
- ii) 2.5 regular tree service days have been completed this period.
- iii) Review of the current tree services list.

c) Snow Removal Services

- i) Snow removal services on the streets and the trails were necessary to address the 4.5 inches of snow received on January 16-17.
- ii) Pretreatment services of the townhouse streets was necessary to address the 1 inch of snow and mixed precipitation on January 29th.
- iii) Snow services performed on Saturday, March 12.

5) PMP REPORT

a) Common Area Ground Maintenance Items

- i) Staff replaced or repaired 3 sections of damaged split rail fencing this period, 3 damaged fire lane posts and 0 damaged 6x6 street signposts.
- ii) PMP completed its review of the utility monuments, underground vault boxes and power transformers on common grounds and have prepared a list of needed repairs to forward to Comcast, Verizon and Dominion VA Power requesting they address the concerns noted.

Mike presented a draft letter to Verizon on this issue. Pam recommended addressing the letters to a specific person. Penny suggested the PMP staff reach out to Verizon to identify the specific appropriate contact. Committee suggested copying our Loudoun County Supervisor on the letter, since it raised some serious safety concerns that are likely present in other communities. Committee to e-mail Mike with any suggested edits to the Verizon letter.

- iii) PMP plans to use our tractor and bushhog mower to clean up the common wood line areas in the townhouse neighborhoods and other common areas to give a nice defined edge to the wood line for Advantage to maintain. PMP is going to try to clear at least a 6-foot path behind all townhouses.

b) Accident-Related Items

- i) None this period.

c) 2022 Budget Proforma was reviewed; current version has Actual and Forecast amounts, but no Budget number. Mike to add a column showing Budget.

d) 2022 Project List

- i) We have completed an inventory of the split rail fences in the community and will present our recommendations for repairs or replacement to the committee during the April meeting.

e) CountrySide Pond Items

Grounds Committee Meeting Minutes

March 16, 2022

Page 4 of 6

- i) "Pond letters" to targeted CountrySide residents and to Glen Heather HOA have been sent; Mike will distribute the responses received.
- ii) Mike authorized to get quote from the vendor on triploid carp; vendor should recommend quantity.
- iii) Mike authorized to obtain quote to raise bottom aerators
- iv) Mike advised that Loudoun County's work on the pond will be delayed due to other LoCo projects; work is now anticipated in approximately May.
- v) Discussion regarding the status of the spring startup of the pond aeration system.
- vi) Jim asked Mike to look at the clog in the outfall. Mike said that is part of what the County will be repairing later this year, but Mike's crew will clean it out again (was cleaned in the fall).

6) OLD BUSINESS

- a) Discussion of the final 2021 services approved with BrightView:
 - i) Rokeby Tot Lot improvements – Not completed to condition specified. Mike proposed to ask BV to cut the remaining wood into 18" lengths. Jim countered that the original proposal was to haul away the ash trees and would like BV to finish the job as proposed. Mike to work with BrightView on this, and to withhold payment until work is completed to our satisfaction.
 - ii) Turf Enhancements – Not completed to condition specified. Mike to work with BrightView on this, and to withhold payment until work is completed to our satisfaction.
 - iii) Plantings and seeding between 143 and 145 Sulgrave – Not started and cancelled.
 - iv) Status of warranty work/replacements. Per Pamela, the laurel at intersection of Whittingham and Algonkian Parkway died soon after planting. Euonymus/burning bushes still have dead and half dead bushes along the median strips along Algonkian Pkwy. Mike to contact BrightView on this.
- b) Mike presented a summary of his crew's evaluation of the work to be done on the neighborhood signs, along with a few preliminary quotes. Reserve budget has roughly \$13K allocated for 2022 work on neighborhood signs, but quotes so far are running \$19-45K; there may be a mismatch on scope/number of signs to be addressed in this round. Mike will continue to refine the RFP. Given that the current Reserve study has the option for updates, PMP will need to ensure that any updated estimates of actual/current costs for sign replacement are fed into the Reserve study to keep it as current as possible for ongoing use in CountrySide budgeting. Any excess draw from Reserve funds (beyond current budget) will need to be addressed by the Board come budget time: if future expenditures are forecasted to be significantly increased, then contributions will need to be increased (usually via assessments) to properly fund projected outlays going forward.

Mike's crew will continue to address as much of the maintenance and repair work on the signs as they can; in particular, the Belmont sign on the west side of Halifax Ct will be cleaned to remove mold and mildew.

7) NEW BUSINESS

- a) Discussion of two reports of residents regarding drainage or water ponding on Huntley Court and Dulany Court and the planning for the 2022 street and trail repairs; PMP to note the residents' concerns during repair planning.
- b) The Committee discussed reports of several stands of running bamboo on resident properties that might be expanding onto common ground. Pamela will draft a short article/PSA for the

Courier, explaining to residents that bamboo is an invasive species and should not be chosen for neighborhood plantings unless the homeowner can ensure the bamboo does not grow past property lines. PMP to research the HOA's options to issue violations, in light of existing Virginia regulations on bamboo plantings.

8) INFORMATIONAL ITEMS

- a) PMP is planning to meet with a representative of NVM the week of 3/21 to review the streets that are on the reserve study to receive asphalt and curb services in 2022. Those streets are Berkeley, Mercer, Herbert, Nicholson & Clinton Courts. Update and RFP drafts are expected for the April meeting.
- b) PMP is preparing to begin review of the townhouse sidewalks in all townhouse neighborhoods to address damages during the repairs this year. RFP drafts are expected for the April meeting.
- c) We have been contacted by a representative of the Jefferson Village HOA (adjacent to Foxfield) with a request to allow the USDA access to CountrySide for the purpose of employing deterrent actions for turkey vultures who roost in the pine trees near Spotswood and Wyatt; the birds are damaging roofs and other property in Jefferson Village. However, chasing the birds from the Foxfield location may just cause them to move to Belmont, where another flock of turkey vultures is already established. Asking the USDA to roust the birds from Belmont will incur costs from the USDA, as they require "cooperative funding" for any projects like this. The USDA Wildlife Specialist is willing to make a site visit to CountrySide to evaluate the situation and develop recommendations and cost estimates. Penny and Mike will work to coordinate that visit. Also, the USDA Wildlife Specialist advised that it is not practical to try to relocate the vultures to Horsepen Run (or any other target location), because the "trap and relocate" process is expensive and repugnant. At this point, we will hold off granting access to Jefferson Village until we can determine an overall plan for CountrySide.

9) ADJOURN

- a) Meeting Adjourned at 9:55 PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, April 20, 2022.**

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
April 20, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:02PM.
- b) Attendees: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Timothy Shamble (Oatlands), Mike Stracka (PMP), Dave Carper (Advantage Landscape), William Kirkpatrick (AEC)
- c) Absent: Jim Krips (Rokeby)
- d) Guests: Sam Wilson, Rebecca Ryan, Kim Randol, Roddy Dean (residents)

2) COMMITTEE ADMINISTRATION

- a) Approval of the meeting agenda. Motion: Pamela. Second: Ron. Approved unanimously.
- b) Confirmation in session vote of the "Action Out of Meeting" approval of the March meeting minutes. Motion: Ron. Second: Pamela. Approved unanimously.

3) RESIDENT & GUEST PARTICIPATION

- a) Committee discussed a request from a Welbourne resident to install an additional stop sign on Vandercastel at Berkeley Ct, as a traffic calming measure. Other approaches were also discussed, such as additional warning signs, speed bumps, lowering the speed limit to 5 or 10 MPH, asking the Loudoun County Sheriff's office to park a vehicle at the intersection, etc. PMP to confirm LoCo Sheriff's jurisdiction on townhouse streets and see if they'd be willing to park a vehicle there and/or monitor for speeding. A survey to residents off Vandercastel is also planned, to gather additional input.
- b) Committee discussed a resident's complaint about a bare and muddy traffic bumpout in front of 22 Lyndhurst Ct (resident not present). The pine tree in that area may be inhibiting grass growth, and the health of the tree is suspect. PMP will add the tree to a list for further observation/evaluation, and the turf area will be considered as a candidate for fall turf restoration, after the results of the tree evaluation.
- c) Committee heard from a resident whose car was towed by Al's Towing because the car straddled two parking spaces, although both spaces were assigned to the homeowner. Al's returned the car to the homeowner once the situation was explained, and no towing charges were incurred. Al's Towing has been instructed to enforce Resolution 233's prohibition against taking up two parking spaces *only* for Visitor spots and pool parking lots; Resolution 233 will be amended to reflect this change in policy.
- d) A resident raised concerns about standing water in her parking space; Mike explained that the area is known to have underground springs, and that we try to address drainage concerns when we do street repairs. Mike will keep the resident informed on the timing of upcoming planned street repairs. Resident also expressed dismay about some pine trees being cut down in Foxfield. The Committee explained its policies on tree removal (only when necessary), and on the process for requesting replacement tree plantings (submit a request to the Grounds Committee/such requests are evaluated against our limited budget for replacement trees).

- e) A resident expressed concern that mowing of common areas was being neglected in favor of more visible, non-HOA-owned areas like Countryside Blvd and Algonkian Parkway. Mike will continue to work with Advantage to ensure that **all** contracted areas are mowed as necessary.

4) POND ISSUES

- a) William Kirkpatrick of AEC Aquatics reported to the Committee based on AEC's observations and recommendations after their initial service visit in April. The pond currently has more catfish than are ideal, and that situation will be monitored by AEC. Additionally:
 - i) AEC recommends against adding triploid carp at this point, since the carps' waste products contribute to algae growth.
 - ii) There is no need to raise the bottom aerators at this time, as they are currently operating effectively. AEC also warned that attempts to raise the aerators could possibly result in damage to the structure.
- b) Mike provided the update that Lo Co has completed the tree removal on the pond dam structure. They are still awaiting delivery of the new outflow screen and will return to install it and to reseed the bare areas when it arrives. Lo Co has also completed the work to clean and stabilize the two inlet areas of the pond.

5) ADVANTAGE ITEMS

- a) Landscape Services
 - i) The Committee voted unanimously (of those 5 members present at the time of the vote) to approve Advantage's proposal to provide watering services for the approved trees; Advantage will tailor its watering services to weather reports and forecasts.
 - ii) The Committee reviewed Advantage's mowing, edging and mulching practices; Pamela reminded Advantage of previous instructions to avoid creating "mulch volcanoes", which Pamela observed in several locations (Peyton, McPherson, Algonkian Pkwy, etc.), and to improve edging. Dave reported that a new project manager with a background in landscaping has been assigned to CountrySide.
 - iii) The Committee reviewed Advantage's annotated quote on the approved order for replacement trees; when Pamela questioned the size notations on several maple trees, Dave explained that Advantage planned several substitutions of smaller size, based on available supply, and that no price adjustments were being offered. The Committee made it very clear that substitutions without price adjustments was not acceptable, and that we expect quoted material to be delivered as contracted. Dave agreed to discuss the proposed substitutions with Chris and Advantage management. Also, once the inventory is available, Mike will coordinate with Advantage and GC members to make sure placement locations for the new trees is as planned by the Committee.
 - iv) Following a resident complaint, Advantage was reminded that notification of chemical applications needed to feature larger and more widely placed signs.
- b) Tree Services
 - i) 2 regular tree service days have been completed this period.
 - ii) The tree services list was reviewed.

6) PMP REPORT

- a) Common Area Ground Maintenance Items
 - i) Staff replaced or repaired 3 sections of damaged split rail fencing this period, 3 damaged fire lane posts and 0 damaged 6x6 street signposts.
 - ii) PMP has issued service tickets with Comcast, Verizon and Dominion VA Power requesting they address the worst of the concerns noted. PMP plans to use these service visits to obtain contact information to forward the full lists to each vendor.
 - iii) PMP is in process with the project to use our tractor and bushhog mower to clean up the common woodline areas in the townhouse neighborhoods and other common areas.
 - iv) Advantage provided an estimate for repair of a damaged section of the common area turf along Vandercastel Road: Dave said that the area could be repaired for \$50 IF the work was included when other turf services were performed. This work was approved.
 - v) Advantage also provided an estimate of \$875 for seeding/turf repair at the corner of Algonkian and Askegrens; this was unanimously approved by the 5 Committee members present at the vote. Note: Per Dave Carper, the watering of this seeded area will be included under the tree-watering contract from Advantage.
- b) Accident-Related Items
 - i) None this period.
- c) 2022 Budget Proforma was reviewed; Mike to investigate why the monthly trash numbers are slightly above budget.
- d) 2022 Project List
 - i) PMP completed its inventory of the split rail fences in the community and at this time, it appears that most of the rails will need to be replaced along with about 40 percent of the posts. PMP will contact suppliers to get pricing for the materials.
 - ii) PMP has also reviewed the gravel trails and roads and recommend that we focus our efforts on applying gravel to the portion of the sewer easement trail that runs behind the Algonkian tunnel entrance to the grave easement trail that runs down the center of Belmont.

7) OLD BUSINESS

- a) Discussion of the final 2021 services approved with BrightView:
 - i) Rokeby Tot Lot Tree Work. BrightView has been on site and cleaned up much of the tree debris left from previous services. PMP and Jim met with them onsite and agreed that they will come out one more time to complete the dropping of one final tree and to cut up the remaining fallen wood into fireplace lengths.
- b) The Committee discussed Mike's summary of the pricing received so far for the repair and replacement of the neighborhood entry signs. Since the quotes are significantly higher than the Reserve funds allocated for periodic repairs, Mike was asked to revise the listing of the targeted signs to provide more detail (including pictures) on the condition of each sign, and to rank the signs according to those most needing immediate repair or replacement, so the Committee can make informed decisions on how to proceed. Ron suggested GAM Signs as another potential vendor.

Grounds Committee Meeting Minutes

April 20, 2022

Page 4 of 4

- c) Mike to forward the draft RFP for street, sidewalk, curb & gutter and trail repairs for 2022 to the Committee for review.
- d) Mike clarified the Board of Directors' policy on the Reserve fund for storm-damaged trees (GL3260): it is intended for clean-up of storm damage, **not** for general tree replacement. Going forward, proposed new plantings will have to be identified as resulting from storm damage if any Reserve funds are to be used. Plans for the "approved" tree replacement project may need to be deferred if outside the normal operating budget.

8) NEW BUSINESS

- a) Mike presented a notice from Republic Services requesting a fuel surcharge for services effective 6/1/2022. Our contract with Republic specifies that such increases must be agreed to by both parties, so PMP will inform Republic that any such increase will be subject to negotiation.

9) INFORMATIONAL ITEMS

- a) PMP is beginning its review of the townhouse sidewalks in all townhouse neighborhoods to address damages during the repairs this year. A report on the totals and RFP drafts should be available for the May meeting.

10) ADJOURN

- a) Meeting Adjourned at 9:36PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, May 18, 2022.**



COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
May 18, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:04PM.
- b) Attendees: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Timothy Shamble (Oatlands), Mike Stracka (PMP), Chris Codino (Advantage Landscape)
- c) Guest: Jamieson Tobey, resident.

2) COMMITTEE ADMINISTRATION

- a) The meeting agenda was unanimously approved (Motion made by Barb, seconded by Terri.)
- b) The Committee unanimously approved the revised April Meeting Minutes (revision issued 18May2022). Motion made by Pamela, seconded by Barb.

3) RESIDENT & GUEST PARTICIPATION

- a) Jamieson Tobey, a resident of Whaley Court, asked the Committee to consider trimming or removing a tree from the common area behind his property (3-4 feet from the fence line), because the branches of the tree are close to the house and brush his house when the wind blows. There is another tree in the nearby common area that is either dead or dying, with the trunk looking like it's falling over. The damaged/leaning tree will be addressed on the next tree day. At that time, Advantage will evaluate the tree near the fence line, to see whether that tree can be trimmed without threatening the health of the tree, to remove the branches that are too close to the house. Ron made a motion, seconded by Jim, for Advantage to trim the tree if it can be done safely, without damaging the tree. If trimming is not a viable option, Chris will report back to the Committee for further discussion.

4) POND ISSUES

- a) The Committee reviewed several AEC pond inspection reports. We discussed the decline in Dissolved Oxygen readings between the last two readings (some of which might be temperature-related, as Oxygen has a higher solubility at lower temperatures). Mike will ask AEC to tell us what levels are ideal for DO readings.
- b) Lo Co has completed the installation of the new outflow screen and has applied seed and straw to the disturbed areas. Advantage will monitor the seed germination and growth; the County to do additional seed and straw.
- c) Mike will ask both AEC and Advantage to distinguish between "board" and the Grounds Committee, to avoid confusion in reports.

5) ADVANTAGE ITEMS

a) Landscape Services

- i) The Committee reviewed the Advantage landscaping monthly report: Pamela noted a dead rose bush in entry area to Oatlands, also 3-4 trees in the Algonkian median close to Rutherford with multiple areas of die back. Chris reported that Advantage has made a change in the Production Manager assigned to CountrySide; the new manager is very pro-active. See further discussion on current projects below.

Pamela suggested included an article in the Courier about the tree project. Pamela to draft the article and send to Penny for review.

ii) Discussion of the following proposals from Advantage Landscape:

- (1) Advantage has offered to install the summer annuals at the Community entrance beds at no additional cost to the community, if we accept the French Quarter Coleus and Bigs Rose Begonias. The coleus gets very large so Advantage will be careful where it's planted (on the corners, with the begonias in the front). Locations for these "no cost" plantings are: both sides of Countryside Blvd (beds at the main entrance at Rt 7 and Countryside Blvd); Cromwell and 777; either end of Algonkian Parkway (east and west ends); bed at the corner of Algonkian Parkway and Countryside Blvd.

Ron motioned to accept Advantage's offer. Terri seconded. Unanimously approved, with our thanks to Advantage for this offer.

We missed the January selection cut off for the summer annuals. In the future, Advantage will send the brochure for Fall annuals in June/July and for Spring 2023 in November.

- (2) The Committee discussed various options for improving the appearance of the planter bed on the hillside of the West Algonkian Entrance sign (at Foxfield past Winding Lane on the right side as you come from the shopping center). There's a significant slope, which makes the redesign challenging. Chris suggested we consider a 2-foot retaining wall and possible removal of the current shrubs and annuals (which are of uneven height and spacing). This area has sustained car accidents before, and the sign's pillars have been repaired; the columns do not have stone below the grade. Any changes to the location of the sign might require County approval; in addition, the VDOT right-of-way needs to be confirmed before we undertake renovations of the space. Mike/PMP will research these issues. Chris will work on design suggestions and present a rendering for the next committee meeting.

- iii) Mike and Chris are meeting weekly (Tuesdays, 2-4PM) to review scope and execution of Advantage's work, and to adjust work instructions for Advantage crews as necessary. The state of several cedars in Foxfield was discussed; Chris does not advise limbing up evergreens in commercial landscaping. Penny asked Chris to come up with some suggestions on the cedars.
- iv) Discussion of several current Advantage projects: Tree replacement effort will start on Monday (5/23). Advantage had some difficulty in finding the correct caliper Buckeyes; the chosen trees are multi-limb, but with a 2" aggregate caliper; Advantage will provide the additional mini-gator bags needed for the multi-limb trees. A tree-location flag was removed at end of Redlin Court; spot to be re-checked and marked with paint. The turf repairs on Vandercastel and at the corner of Algonkian and McPherson have been completed. The work at 143 Sulgrave is partially done (still needs weeding and some turf repairs. Used riprap stone, not ground cover, with straw netting for erosion control). Repair completed on Algonkian looks good. The crape myrtle

bushes originally installed in the Rokeby tot lot were removed due to inadequate size. Pamela suspects the bushes were undersized for 3-gallon container plants. Pamela also asked Chris to verify the stock ID tags before planting. Chris has ordered new larger stock of the infinity variety and anticipates that they will arrive in early June. Chris will provide updates if the schedule changes.

Palmer Court – Mike and Chris looked at it in response to a homeowner's offer to mow the area to prevent turf damage from landscaping company's mowers. There is currently no turf damage, although there is some bare soil and the area can get muddy. Chris suggests fall seeding with shade tolerant mix. Even though Chris believes Advantage can mow this area without damaging the turf, he will instruct his crews to mow this area only if it is needed. Mike will respond to the homeowner.

Pamela suggested included an article in the Courier about the tree replacement project. Pamela to draft the article and send to Penny for review.

v) Discussion of the following items raised at previous meetings:

(1) Addressing mulch volcanos. Chris had the production manager look at them. Crews will work to actively pull the mulch back from the trunks of the trees. Actively working on that as they conduct their regular service. Mike and Chris to identify and monitor during their weekly walks.

(2) Addressing the quality of the bed edging performed prior to mulching. They are not using string trimmers. They have a blade to redefine bed edging. Pamela said we require trench edging. They are not sharp and tidy. Pamela provided pictures in March. Chris to remediate.

b) Tree Services

i) No regular tree service days have been completed this period.

Ron reminded Chris that one of the positive features noted about Advantage when they were interviewed was their policy of bringing their crews' observations and suggestions to our attention for suggested improvements. Chris will remind the crews to do that, and to alert us to any dangerous situations. Chris believes the new Production Manager will help with this.

ii) Review of the current tree services list.

Jim asked about the status of 138 Minor, which is on the list as a High 2. Mike stated that he will get Advantage to complete this work in either May or June.

6) PMP REPORT

a) Common Area Ground Maintenance Items

i) Staff replaced or repaired five sections of damaged split rail fencing this period, two damaged fire lane posts and one damaged 6x6 street signposts.

ii) PMP has issued service tickets with Comcast, Verizon and Dominion VA Power requesting they address the worst of the concerns noted.

(1) PMP has received contact information from Comcast and is forwarding their list of concerns to them for action.

(2) Dominion Power forwarded a notification and advised that they will provide the materials (paint) but will not send a crew to address the issues noted with the power transformers in the community, since there are no safety or structural issues (just rust and aesthetic problems). Jim offered to follow up with someone at Dominion, if PMP supplies him with the contact information.

(3) Nicole Davis (PMP) is still working to get a POC for Verizon concerns

b) Accident-Related Items

i) None this period.

c) 2022 Budget Proforma

i) Mike is still investigating the discrepancy between the budget figures and the projections for the trash GLs 6145 and 8545. Per Mike, the landfill fees for the budget meeting used the 2021 numbers without the escalation for 2022. Penny asked Mike to provide the date and cost details for the landfill surcharge. Penny will also forward any other questions on the Proforma to Mike in a separate e-mail, copying the Committee members.

d) 2022 Project List

i) PMP is recommending we consider ordering 21A stone to use to fill in the walking path from the Belmont easement trail to the paved trail adjacent to the tunnel entrance on Algonkian Parkway. PMP has a small pile of this stone at the maintenance yard and they will use it at the south side of the subject area to demonstrate how the entirety of the work will look if authorized and approved. Mike will present the results of the “prototype” at the next meeting.

7) OLD BUSINESS

a) Nicole Davis (PMP) will be assisting on the project for the repair and replacement of the neighborhood entry signs. Penny discussed this project with Mike and Nicole on 5/18; PMP will work on providing additional details on the conditions of each of the neighborhood signs, with accompanying pictures, to the Grounds Committee before next meeting. Mike’s crew will also work on a “medium-damage” sign as a sample to see how much of a repair they can effect in-house, before bid packages are finalized. This will allow the Committee to prioritize the signs that need repair by an outside vendor, and so define the scope of the project to be bid out. An official bid package and RFP will be prepared, and based on the delivery/timing of the PMP information, a project timeline will be developed and the target date revised on the Project List (current June date is not realistic). Sign work that will be done internally (i.e., not bid out to vendors), such as power washing, minor paint touch-ups and other minor repairs) has not yet begun, due to demands of pool season preparation.

b) The last piece of the background information for the draft RFP for street, sidewalk, curb & gutter and trail repairs for 2022 was e-mailed just a few hours before this meeting, so the Committee has not had time to review the information and prepare for discussion. Mike will assemble ALL of the RFP information in a single e-mail and distribute it by Friday. The Committee will review and send questions to Mike via e-mail, so that we can approve the RFP for distribution at next meeting, if at all possible.

8) NEW BUSINESS

a) None.

9) INFORMATIONAL ITEMS

- a) Republic Services has submitted a revised letter requesting a fuel surcharge of \$0.56/unit/month from June 1st until the end of the year (approximately \$9,553 in total). Negotiations will be handled by PMP management and members of the Board.

10) ADJOURN

- a) Terri motioned to adjourn, Barb seconded; motion unanimously approved. Meeting adjourned at 8:46PM. Terri motioned; Barb seconded; approved.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, June 15, 2022.**

COUNTRYSIDE PROPRIETARY
GROUPS COMMITTEE MEETING MINUTES
June 15, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at **7:01 PM**.
- b) Attendees: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Timothy Shamble (Oatlands), Mike Stracka (PMP), Chris Codino (Advantage Landscape)

2) COMMITTEE ADMINISTRATION

- a) Approval of the meeting agenda. Motion: Pam. Second: Barb. Approved unanimously.
- b) Confirmation in session vote of the "Action Out of Meeting" approval of the May meeting minutes. Motion: Jim; Second: Pamela. Approved.

3) RESIDENT & GUEST PARTICIPATION

- a) None this period.

4) POND ISSUES

- i) Committee reviewed copies of the AEC pond inspection reports for this period. Now that we are getting into warm summer weather they will continue to treat for filamentous algae. Jim noted that AEC cleaned the outflow; Mike confirmed that is part of their scope of work.

5) ADVANTAGE ITEMS

a) Landscape Services

- i) Review and discussion regarding the Advantage landscaping monthly report.

Status of trees. Red Buckeyes have been dug and are being hardened and to come from TN to be installed as soon as they arrive next week. To have a firm arrival date on Friday. The 5 crape myrtle bushes (infinite variety) are available and will be planted in the Rokeby tot lot the same week that the Red Buckeyes are planted.

The 5 shrub roses in front of Oatlands sign are in decline. Chris will have Dave Carper, VP, their company expert, evaluate them. Pamela requested that they be cut back.

Some dead trees on CS Blvd. 2 Chanticleer pear trees on CS are completely dead; to discuss options to replant. Historically we remove them when they die and replace in the fall. Under 6" is in the scope of the contract to remove. There are also 2 dead Cherry trees on AP. All 4 trees to be removed.

Foxfield hillside's west entry (near CountrySide sign) has several dead white pines and the underbrush is encroaching; the pines may pose a hazard if they fall into the roadway. The pines will be added to the tree list for removal. On the encroaching undergrowth, Chris warned that while Advantage could cut it back, it will just grow back. The committee asked Chris to make suggestions tied into possible redesign of the plantings around the sign (see later item). Mike will provide pictures of this area for further discussion at the next meeting. Terri will write up a

request to consider cutting back a woodline along Algonkian Parkway in Foxfield for discussion at a future meeting.

Mike has asked Chris to evaluate the neighborhood signs to be raised if plantings obscure the signs. Pamela mentioned that some of these plantings around the signs need to be pruned back in the spring. Penny noted that our long-term goal is to balance the plantings and height of the signs to avoid extra work. Chris gave the example of the Belmont signs at Countryside Blvd and Carrollton, which are different heights with plantings in front of one but behind the other. Given that the Committee has a major project on the neighborhood signs slated for this year, Penny advised that we don't do too much work on sign replanting until the major project is scoped out and we better understand future plans for all of the signs. Barb suggested that Advantage prune the laurels back for now.

Pam asked for status of the hard trench edging of the beds, which have ragged edges and the mulch lines are not defined. Also, the mulch volcanos along AP have not been knocked down. Chris to get that corrected. Pam noted that weeds are quite prolific and need to be removed.

Diane asked that Chris treat the weeds in the end of the median at CS and Rt 7. Advantage will treat with herbicide.

The new trees are currently being watered at no cost until full install is completed. The watering contract has not yet started. When we have natural rainfall, they do not water. Chris and Mike monitor the amount of rainfall and whether it is sufficient. They installed inspection pipes down to the root ball to ensure that the water is reaching the roots. Advantage warranties new tree plantings if a watering contract is purchased in conjunction with the plantings.

ii) The committee discussed several proposals from Advantage Landscape:

- (1) Redesign of the planter bed on the hillside of the West Algonkian Entrance sign location: Chris presented two possible designs, but the hillside has a much steeper incline than was shown on the renderings. Mike warned that the right-side stone pillar had to be resecured some years ago, so there's a large concrete base that will need to be considered in any bedding design. Committee expressed a preference for having at least some of the stone pillars visible in any redesign. Chris will develop additional suggestions based on the actual slope of the site.
- (2) Committee voted unanimously to approve the Advantage proposal (NTE \$400) for additional plantings around the Parkway Pool clubhouse and the gazebo. Motion: Terri; second: Barb. Jim made a friendly amendment to strike "or equivalent" from the Advantage proposal, as Pamela advises the planting varieties specified should be readily available. Last month Chris asked about the two varieties of liriopse and what are our goals as we plant? Pam feels it is something we do not want to change right now with our limited budget.
- (3) Discussion of the cedar trees in Foxfield at the corner of Spotswood and Bentwood Rds: A number of the trees are in decline and encroach upon the sidewalk; Chris recommends we start to budget for their gradual removal, with possible replacement with Green Giants. Terri suggested that replacement trees be placed 20-30 feet apart. Pamela and Barb thinks the trees can be limbed up as an interim solution, but Chris cautioned that the trees may not respond to that action. Pamela will invite the Tree Steward service of the Loudoun County Master

Grounds Committee Meeting Minutes

June 15, 2022

Page 3 of 6

Gardeners to assess the health of the trees and make recommendations. Committee will defer action until the Tree Stewards assessment is available.

- iii) Committee reviewed and discussed the reports from weekly meetings between Mike and Advantage. Included were updates on the installation of approved trees, 143 Sulgrave plantings, turf repairs on Algonkian and Vandercastel, and the shrubs at the Rokeby Tot Lot.
- iv) The committee discussed the summer annuals planted at the main community entrance beds at great length. Pamela expressed concerns that the variety of coleus planted differed from the picture we'd been provided, and that the variety planted may not be as sun-tolerant as they need to be; Barb agreed. Chris thinks the coleus are just shocked but would recover. As much as the committee appreciates Advantage's offer of the free coleus and begonias, the committee would rather spend the money that's in the budget for annual plantings and have a choice that is better suited for the beds, if replacement plantings are not available from Advantage. Chris will check with his growers, and if sufficient begonias are left to replace the coleus, he will let Mike know immediately. If that's the case, the committee will have to respond by e-vote to confirm replacing the coleus with begonias. Watering of the annual plantings in beds is covered under the standard contract.

b) Tree Services

- i) Four regular tree service days have been completed this period, including the 2 days to remove the trees next to 138 Minor. There were 3 smaller cherry trees in the common area in the fall zone that were damaged; one was hollow in the center and would have died anyway. Chris will discuss with management and submit a proposal for replacement that gives consideration to the fact that some of the damage was caused by the pine tree removal. Otherwise, according to Jim, everything was restored and cleaned up well. The fence damage was from a previous limb fall (part of the rationale for removing the pine trees).
- ii) The committee reviewed the tree services list; Penny asked Mike to fill in missing dates under "Reported" and "Inspection Date". The tree crew will be out next week. Mike will update the tree list to reflect 6/14's inspections.

6) PMP REPORT

a) Common Area Ground Maintenance Items

- i) Staff replaced or repaired five sections of damaged split rail fencing this period, one damaged fire lane posts and no 6x6 street signposts.
- ii) We again had to remove graffiti from numerous areas (often with CCK tags) in the community on May 27 and again on 6/15. Mike is working with the Loudoun County Sheriff's Office to see if surveillance monitoring via trail cameras in repeat areas might be an option with them.
- iii) We have issued service tickets with Comcast (1001502316792094), Verizon (WO# VAC804EEZ6) and Dominion VA Power (WO# 332-058-67) requesting they address the worst of the concerns noted.
 - (1) We have drafted the letter with our list of concerns to Comcast . We do not yet have a POC for the Comcast letter.

(2) Jim is working with Mike to identify a specific contact with Dominion Power.

(3) We are still working to get a POC for Verizon concerns. The letter in the packet needs the contact added with the local NOVA address of the construction division.

b) Accident-Related Items

i) None this period.

c) 2022 Budget Proforma

i) Mike is in the process of transitioning responsibility for the Republic Services agreement concerns and issues to Nicole. As part of the transition, PMP will continue to investigate the discrepancy between the budget figures and the projections for the trash GL's 6145 and 8545. Part of the issue may be related to the fact that the 2022 budget did not include accurate tipping fees (which cost is controlled by the county landfills). On the fuel surcharge, BOD approval will be required, as the amount is over \$5,000; it is on the agenda for the Board meeting of 6/22/22. We will be asking Republic to revisit the fuel surcharge in October, rather than November as they'd proposed, to align with the CountrySide budget cycle. Between the miscalculation on tipping fees and the fuel surcharge, we will undoubtedly be over budget in Trash Services; it's unclear whether this will have to come out of the Grounds operating budget.

d) 2022 Project List

i) PMO anticipates working on the project to add the 21A stone to the easement trail in Belmont the week of 6/20..

7) OLD BUSINESS

a) Neighborhood Signs Project: Penny has asked PMP to research estimated costs to replace ALL of the community entrance signs with new ones, perhaps of less expensive but more durable materials and of equal or better aesthetic appeal. This will allow us to evaluate whether replacement may be more cost-effective in the long run than piecemeal repairs and spot replacements. Until we have that information, we cannot effectively define the scope of this project, and quotes for spot repairs/replacements should be deferred until after the scope is defined. This project will require more discussion at a future meeting to determine a path forward.

b) The committee discussed the draft RFP for street, sidewalk, curb & gutter and trail repairs for 2022. Mike was asked to correct the signature line for CountrySide's Treasurer. Jim had several questions about the work outlined for Rokeby; he will discuss with Mike offline. The committee voted to approved the draft RFP package contingent upon Jim's additions. Motion made by Ron, seconded by Jim. Approved unanimously by committee members present (P. McGraw had left the meeting).

8) NEW BUSINESS

- a) Resolutions 233 and 234: Committee discussion deferred until July meeting, pending proposed revisions to 233 by Mike (based on discussion at April GC meeting), and proposed changes to 234 to be submitted by Ron, based on his concerns. GC to review changes in July and provide a recommendation to the BOD; resolution changes to be proposed in accordance with Resolution 125, "Resolutions Procedures". Committee members were reminded that all resolutions and other HOA documents are available for review on the CountrySide website.
- b) Committee discussed the significant price increases and supply chain issues we are experiencing on replacement stock for the mutt mitt stations. Prices from our current supplier have increased 60-100%, and a probable dock strike has further endangered supplies. Mike has ordered a total of 90 cases (approximately 5-6 months' supply) as safety stock. PMP will request samples and research alternative suppliers based on the 2020 spreadsheet and the GC comparative evaluations of product samples from that earlier investigation; Guernsey (local vendor) has also submitted pricing and samples of a 20 micron-thick bag, which ships from Florida. PMP to report results to the GC.

9) INFORMATIONAL ITEMS

- a) None this period.

10) ADJOURN

- a) Meeting Adjourned at **9:45PM**.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, July 20, 2022**.

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
July 20, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:02 PM.
- b) Attendees: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Mike Stracka (PMP), Chris Codino (Advantage Landscape), Frank Murphy (Advantage Landscape)
Absent: Jim Krips (Rokeby), Timothy Shamble (Oatlands)
Guests: Fredrik Wallin, Welbourne; Dora Ramirez, and Gerry D'Onofrio, Morven Woods

2) COMMITTEE ADMINISTRATION

- a) Approval of the meeting agenda with these changes: Item 7C deferred to a later meeting; Item 3B to include a tree replacement. Motion made by Terry, seconded by Barb; unanimously approved.
- b) Committee confirmed prior e-vote of approval of June Meeting Minutes. Motion made by Ron, seconded by Pamela; approved unanimously.

3) RESIDENT & GUEST PARTICIPATION

- a) The Committee discussed a March 2020 decision to reassign parking spaces in Morven to accommodate the request of a disabled resident. The property owner affected by the reassignment was notified by both e-mail and USPS letter in March 2020, but he is now protesting the reassignment. The protesting resident was not present at this Grounds meeting. The reassignment of the parking space does need to be approved by the Board of Directors. Ron motioned to reconfirm the Grounds Committee's March 2020 "Action out of Meeting" and leave the parking spaces as they are today (i.e., with the reassignment to accommodate the disabled resident's request), and to forward the decision to the BOD for its confirmation; Barb seconded the motion. Approved unanimously.
- b) Ms. Ramirez and Mr. D'Onofrio of Morven Woods requested that the Grounds Committee consider planting trees in the common area behind their townhouse. They have made multiple requests over a number of years for new trees to replace diseased white pines that were removed. Juniper bushes have since filled in the area to some extent, but the residents are requesting new tree(s). Their request has been recorded by the Committee and will be considered when the budget allows for the planting of additional trees.
- c) Fredrik Wallin is asking the Grounds Committee to look into the enforcement of parking policies on townhouse streets. He approached the BOD about this earlier this year, and was told that the new towing company will patrol more frequently, but Fredrik is not convinced this is happening, as he sees commercial vehicles violating the policy on a regular basis. Penny reminded everyone that we must enforce the policies currently on the books—i.e., in Resolutions 233 and 234—which stipulate that a vehicle must be stickered with a warning notice before it is towed. Fredrik requests that PMP patrol the neighborhoods more frequently to sticker vehicles in violation of the Resolutions, and to follow up with the towing company. In addition, the Grounds Committee will be reviewing Resolutions 233 and 234 and revising where necessary to suggest a more consistent and fair parking policy for parking of all vehicles on townhouse streets. Pamela requested that Committee members suggest the specific language they'd like to see in the revised Resolutions. Penny reminded the Committee to also review Resolution 125, which outlines the procedures for revising Resolutions.

Given the meeting's time constraints, further discussion on the revision of the parking Resolutions was deferred to a future meeting.

Fredrik also asked the Grounds Committee and PMP to ensure foliage is trimmed on CountrySide Blvd near the school to improve visibility for motorists.

4) POND ISSUES

- a) The Committee reviewed the current AEC pond inspection reports. Water is getting warmer but looks relatively clear. The health of the pond seems to be improving under AEC's care. The Committee has asked Mike to obtain a quote for a fountain aerator to increase the oxygen level (currently at the low end of acceptable). John Geiger (Oakridge resident) had reported that the Loudoun County crew who did pond work earlier this year were good.
- b) The Committee reviewed the previous recommendations of the Pond Subcommittee. The Committee has asked Mike to obtain a quote for a fountain aerator to increase the oxygen level (currently at the low end of acceptable). As part of a possible grant program (see later discussion), Pamela and Barbera will develop a proposed planting scheme with native plants.

5) ADVANTAGE ITEMS

a) Landscape Services

- i) Since the monthly reports and issues spreadsheets were distributed on the day of the GC meeting, Penny asked the Committee to review those documents and send any comments or questions to Mike. Penny also requested that the spreadsheet of items/issues have an index or reference number added for tracking purposes, and that individuals referenced in the issue descriptions be referred to by name (to avoid having to guess who is meant by "you" or "I"). Committee members to e-mail Mike with suggestions on areas that need to be re/over seeded come Fall.
- ii) Pamela moved to accept the Advantage proposal for \$3,456 to plant the **Panola XP Blotch Mix** for the fall entrance annuals; Barb seconded the proposal. Approved unanimously.
- iii) Committee reviewed and discussed the Advantage weekly meeting report summary.
- iv) Consideration of options to repair the annuals that were damaged at the Algonkian eastern entrance monument (From Cascades) they appear to be eaten by deer but trying to make a comeback. Recommend netting.
- v) Discussion of the installation of the three remaining Red Buckeye trees at the Belmont easement, behind the tunnel loop. Buckeye trees delayed in TN. Plan to install in the Fall. Still in a greenhouse, not in a truck.
- vi) The Committee discussed the edging of grass strips adjacent to sidewalks in light of resident complaints. The contract with Advantage specifies that "Mechanical edging of all sidewalks, curbs and pipe stems adjacent to common areas, shall be performed with every other mowing during the growing season." In spite of what previous vendors may have done, the grass edge that is on a resident's property—even if it abuts the sidewalk—is the resident's responsibility to mow, and is not covered by the landscaping contract. Frank Murphy of Advantage explained that Advantage had recently received a warning letter from an attorney (at a different HOA/contract) warning them against edging the homeowner's side of the sidewalk, so he has advised his crews to follow the exact wording in the contract. We will have to educate our residents about what is, and is not, covered by the contract, and inform them that we are checking to make sure Advantage is performing according to that contract.

The Committee also discussed how the common area between two townhouses should be presumed to be covered under the contract and should be mowed regularly; if an area is in question, it needs to be investigated and added to Mike's "map" of areas requiring mowing, if warranted.

vii) The Committee reviewed Mike's photo with his estimated location of the VDOT easement at the western CountrySide entrance sign, and discussed options for remediating the plantings there. Terry asked if we could get a defined edge around the plantings, but Chris warned that given the slope, the edge can get washed out with run-off. Committee asked Advantage to come back to us with suggested/recommended designs for that sign location, perhaps considering some of the elements that make the hillside plantings on the opposite side of Algonkian (where the forsythias are) so attractive and robust. We had expected a proposal from Advantage this month, but Advantage was unaware of that. In future, Mike will make sure to send a copy of the meeting minutes to Chris. Penny also asked Advantage to keep in mind that CountrySide is subject to Loudoun County's 1972 Zoning Ordinance, for any proposals Advantage may generate. Ron noted that the Committee would like to receive any proposed design plans for this location in advance of our meeting, so the committee has plenty of time to review.

b) Tree Services

- i) Two regular tree service days were completed this period.
- ii) Three storm damage tree service day were completed this period (Pending final cleanup from the 7/12 storms)
- iii) The current tree services list was reviewed.

6) PMP REPORT

a) Common Area Ground Maintenance Items

- i) Staff replaced or repaired two sections of damaged split rail fencing this period, three damaged fire lane posts and one six-by-six street signpost.
- ii) PMP has issued service tickets with Comcast (1001502316792094), Verizon (WO# VAC804EEZ6) and Dominion VA Power (WO# 332-058-67) requesting they address the worst of the concerns noted.
 - (1) The letter to Verizon with our list of concerns has been finalized and is ready for Dave Barrie's signature. Plan is to send the letter both via e-mail and USPS.
 - (2) PMP is still working with Jim to clarify and confirm possible actions with Dominion Power.
 - (3) PMP is still working to get a POC for Comcast concerns; Mike says he should have a contact name next week (i.e., by 7/29). To date, all urgent issues have been addressed directly via service tickets.

b) Accident-Related Items

- i) None this period.

c) 2022 Budget Proforma was reviewed. Pamela asked if the questions on the trash contract had been resolved; Mike said "it is and it will be". To address ongoing questions like this, Mike volunteered to start sending out the Proforma as an Excel spreadsheet (vs the PDF version) showing the comments and notes. Penny asked Mike to be sure that all of the details on the trash contract, including increased landfill tipping fees and fuel surcharges, are reflected in the Proforma AND in

the budget actuals to be used in the upcoming October budget sessions. Mike confirmed that the \$27K showing under GL code 6154 as an April actual expense is from 2021 and will be recoded by PMP Accounting.

- d) 2022 Project List was reviewed.
 - i) Committee discussed the pilot 20' section of 21A stone placed by PMP on the easement trail in Belmont. The pilot section looks good, so the Committee asked Mike to proceed with plans to extend it to the paved trail along Algonkian, near the tunnel entrance. Mike will price this out for approval at next meeting and plan to install before or soon after start of school. Barb asked Mike to do what he could to address a muddy section of the trail in a wooded area near the pilot section.

7) OLD BUSINESS

- a) The Committee discussed the bid responses for the street, sidewalk, curb & gutter and trail repairs for 2022. While the quoted prices are significantly higher than the amounts budgeted in the Reserve Study, a closer comparison of the "Street Repairs" line item showed it to be very close to the Reserve estimate. Mike will provide a revised spreadsheet to Penny with further explanations on the "optional recommended services" in the bids, along with a more detailed analysis of the bids' comparison to the Reserve Study line items. Penny asked Mike to be sure that the revised spreadsheet has the correct inflationary cost escalations, as well. Mike presented details from NVM on the fuel surcharge, but the numbers and notations were confusing, and Mike was asked to get clarification from NVM. However, in order to avoid further delays that might threaten the project timeline, the Committee assumed a maximum fuel surcharge not to exceed \$7500, for the purposes of moving the motion forward. Pamela made a motion to award the paving contract to NVM for a cost NTE \$326,000 (including a maximum \$7500 fuel surcharge), contingent upon NVM's agreement to the maximum fuel surcharge; Ron seconded. Approved unanimously. Mike says all bid background/details will be in the Grounds Google Drive folder.
- b) Discussion of the member suggestions regarding townhouse parking and enforcement of Resolutions 233 and 234 (see discussion under Resident and Guest Participation).

8) NEW BUSINESS

- a) The Committee reviewed the report from the VCE LC Master Gardener Tree Stewards, as well as the recommendations made by Committee members on how to address the cedar trees at the intersection of Spotswood and Bentwood roads in Foxfield. Many thanks to Terri, Barb, and Pamela who prepared an extensive summary complete with sketches and diagrams! While there was some discussion about how many trees should be removed in total, the Committee agrees with the Tree Stewards that many of the trees are declining and need to be addressed. As this is a significant undertaking, it may need to be done in stages over a couple of years. Terri will work on developing a prioritized list for Mike, so he and Advantage can estimate how many tree service days will be required. Work could be done in December; Committee to review again when the prioritized list is available, and it's closer to the planned tree service days.
- b) Pamela presented information on a grant program offered under the Virginia Trees for Clean Water Program. Pamela has offered to develop a plan for plantings around the pond (possibly incorporating native trees and shrubs, ferns, milkweed, etc.), and to work on the grant application.

There's a very tight timeline, as the application is due August 25th. The background information suggests that matching funds are recommended but not required and can include in-kind and volunteer hours. Penny will seek Board approval to be the signatory on the grant application. The Committee agreed to commit up to \$5,000 of Additional Landscaping budget (GL 6127) to this effort. Terri is interested in helping, as well.

9) INFORMATIONAL ITEMS

- a) PMP worked with our pest control vendor to address another Bald-Faced Hornet nest in a tree on Haxall Court.
- b) In light of current inflationary pressures, the Board of Directors has decided to limit 2023 resident budget project suggestions to only those items that are category 4 ("REQUIRED - Items based on legal obligations or responsibilities and/or public safety considerations") items, with NAC input to the BoD.
- c) Penny informed the Committee of CRC's intent to host a "Trunk or Treat" event in place of Boo Fest in October; they are asking each standing committee to volunteer their time and a vehicle; decorations and candy would be provided by CRC. Event is tentatively scheduled for October 22nd from 1-3PM (might be shortened to 1-2).
- d) The Grounds Committee will adopt a time limit for resident participation, with each resident asked to limit his/her address to the Committee to 5 minutes (including discussion). Mike will include a notification of this limit to residents when sending out the meeting dial-in information.
- e) Mike will prepare a "Tree Request List" of new plantings requested by residents for comparison to budget funds; to be discussed at our next meeting. Mike will also continue to separately track trees removed due to storm damage, so we can account for those against budgeted funds.

10) ADJOURN

- a) Diane motioned to adjourn; Pamela seconded. Approved unanimously. Meeting adjourned at 10:26PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, August 17, 2022.**

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MEETING MINUTES
August 17, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:00 PM.
- b) Attendees Present: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Timothy Shamble (Oatlands), Mike Stracka (PMP), Chris Codino (Advantage Landscape)
- c) Absent: Jim Krips (Rokeby)
- d) Guests: Ashley Churchill Clendenin, Roddy Dean

2) COMMITTEE ADMINISTRATION

- a) Pamela moved to approve the Meeting agenda; Barb seconded. Approved unanimously.
- b) Ron motioned for approval of the July Meeting Minutes; Pamela seconded. Five (5) yes, one (1) abstention. Minutes approved.

3) RESIDENT & GUEST PARTICIPATION (5 Min Limit Each)

- a) Discussion of the BoD suggestion to renumber parking spaces 32-39 at the end of Millard court. Background: The BOD approved Grounds' recommendation from the July 2022 meeting to leave spaces reassigned to accommodate the request of a disabled resident; however, the Board suggested that rather than leave the parking spaces assigned discontinuously, as they are now, that we renumber spaces 32 through 39 sequentially, with all "matching" spaces side by side. This would better allocate spaces closer to each resident's property and would require repainting the numbers in only four spaces. Pamela motioned to accept the Board suggestion and renumber the spaces sequentially; Barb seconded. Approved unanimously.
- b) Ms. Clendenin asked the Committee to make a curb area behind parking space #22 on Bickel Ct a fire zone or no parking zone, as it is very difficult to maneuver around any vehicles parked there. Terri, as Foxfield rep, visited the area and agrees with the request. Terri made a motion to paint the curb area behind space #22 yellow and convert it to a no parking zone; Ron seconded. Motion approved unanimously. Terri also suggested that the GC consider a stop sign in this area; PMP was asked to investigate the stop sign idea and make a recommendation at a future meeting.

4) POND ISSUES

- i) The Committee reviewed copies of the AEC pond inspection reports for this period. Pamela observed that the latest treatment completely cleared the pond of the substantial algae growth noted prior to treatment. Mike commented that when a heavy rain follows a treatment, it really breaks up the algae.
- ii) Discussion of the Pond Subcommittee recommendations and proposals for our current pond contractor and their electrician to install a fountain in the pond. Committee directed Mike to ask for a BAFO to be reconsidered next month.
- iii) Pamela updated the Committee on the progress of the grant application under the VA trees for Clean Water Program.

5) ADVANTAGE ITEMS

a) Landscape Services

- i) The Committee reviewed and discussed the Advantage landscaping monthly report.
- ii) The Committee reviewed the Advantage weekly meeting report summary. Mike will post the updated and sortable document to the Grounds folder on the Google drive.
- iii) Discussion of the following proposals from Advantage Landscape:
 - (1) \$18,759.38 proposal from Advantage to complete the annual fall turf aeration and overseeding. Advantage recommends annual turf aeration, and Chris pointed out that CountrySide has skipped this service for two years. Mike confirmed that the Operating Budget includes funds (GL 6127) for turf aeration. Ron made a motion to accept the Advantage proposal; Terri seconded. Votes: 4 to approve, 2 against. Motion carried. Chris will separately provide recommendations for specific areas to be overseeded, and he will apply any potential savings on overseeding to this proposal's costs.
 - (2) \$1,322.73 proposal from Advantage to replace two declining cherry trees on common area on CountrySide Blvd near 138 Minor, along with a 3rd tree to be replaced at Advantage's expense due to the damages that were incurred during tree removals near that property. Chris to revise quote to remove 3 trees but only replace 2 trees, and committee to take an e-vote on the new quote.
- iv) Discussion with Advantage to define the specifications for sidewalk edging and clarify the scope of services in the agreement because of on-going complaints from residents. Mike will draft a communication to residents for committee review.
- v) Discussion regarding Advantage's design suggestion for the Algonkian Parkway western entrance sign. Chris will send revised design for consideration.
- vi) Discussion regarding Advantage's recommendations for addressing the trees and growth on both side of Algonkian Parkway at the western entrance just beyond Winding Road.

b) Tree Services

- i) Three regular tree service days have been completed this period.
- ii) Two storm damage tree service day have been completed this period.
- iii) Review of the current tree services list. Mike to add index numbers, prioritization and budget information.

6) PMP REPORT

a) Common Area Ground Maintenance Items

- i) Staff replaced or repaired one section of damaged split rail fencing this period, one damaged fire lane posts and no six-by-six street signposts.
- ii) PMP issued service tickets with Comcast (1001502316792094), Verizon (WO# VAC804EEZ6) and Dominion VA Power (WO# 332-058-67) requesting they address the worst of the concerns noted.

- (1) PMP has submitted the letter of our concerns to Verizon, and they have responded and advised they have forwarded the list to operations to address these issues. PMP will continue to monitor the areas and report on their progress.
- (2) PMP is still working with Jim to clarify and confirm possible actions with Dominion Power.
- (3) PMP had been provided a POC for the Comcast concerns but subsequent follow up communications with this contact have not been successful. PMP will again contact Comcast Corporate to get a functioning address to submit our concerns. All urgent issues have been addressed directly via service tickets.

b) Accident-Related Items

- i) A vehicle accident resulted in damages to numerous burning bush plants in the Algonkian Median between McPherson Circle and CountrySide Blvd. Advantage has remove the dead material and PMP is working with the LCSO and the vehicle owner's insurance company to get reimbursement for the damages.
- c) 2022 Budget Proforma was reviewed.
- d) 2022 Project List was reviewed.
- i) PMP is targeting to install the gravel for the easement pathway in Belmont the week of 8/15.

7) OLD BUSINESS

- a) PMP is working with NVM to finalize and execute the street, sidewalk, curb and gutter, and trail repair agreement and to schedule services. Target date to begin repairs is 9/12 and PMP will be utilizing electronic messaging and physical posting on the mailboxes to notify residents once the schedule is established.
- b) Discussion of Resolutions 233 and 234: a copy of Resolution 233 was not included in the meeting package, so discussion of that resolution was deferred to a later meeting. Resolution 234 was discussed and revised; a draft version will be circulated by PMP before the next meeting to try to finalize recommended changes. PMP to verify Loudoun County ordinances regarding parking of commercial, abandoned, and junked vehicles on VDOT streets. A suggestion was made to have a smaller group work on Resolution 233, if possible, and prepare draft changes for next meeting.
- c) The discussion of the draft communication to Welbourne residents regarding the traffic speed concerns on Vandercastel Road was deferred to the next meeting due to the late hour. Action: Mike to provide the summary of the VDOT traffic study conducted on Rutherford in 2019.

8) NEW BUSINESS

- a) Discussion of turf renovations to be revisited when Advantage submits a list of proposed target areas.
- b) The Committee reviewed the list of Tree Planting Requests submitted by residents. Any potential 2022 candidates will need to be evaluated once the remaining operating budget is clarified.

9) INFORMATIONAL ITEMS

- a) PMP is currently working with our pest control vendor to address one more Bald-Faced Hornet nest in a tree on Palmer Court. Fortunately, this location is out of the general traffic path and the house immediately adjacent is vacant, reducing the immediate impact.

10) ADJOURN

- a) Meeting Adjourned at 10:48 PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, September 21, 2022.**

COUNTRYSIDE PROPRIETARY
GROUPS COMMITTEE MEETING MINUTES
September 21, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:05 PM.
- b) Attendees: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Timothy Shamble (Oatlands), Catherine Neelley (PMP), Nicole Davis (PMP) Chris Codino (Advantage Landscape)

2) COMMITTEE ADMINISTRATION

- a) Pamela moved to approve the Meeting Agenda as written; Barb seconded. Motion unanimously approved.
- b) Barb moved to approve the August meeting minutes; Terri seconded. Jim abstained; otherwise unanimously approved.

3) RESIDENT & GUEST PARTICIPATION (5 Min Limit Each)

- a) The Committee discussed a resident request to address the water ponding and muddy ground behind his property at 34 Southall Court. Resident was not present. Terri provided background and photos of the canopy trees; it appears the area would benefit from a cut-back of volunteer trees and overhanging brush, which might improve the success of sodding. Chris will visit and develop a recommendation.

4) POND ISSUES

- i) The Committee reviewed the AEC pond inspection reports for this period.
- ii) Pamela motioned to approve AEC's proposal to install a fountain in the pond AND the associated required electrical work from Huntington Electric; total expenditure NTE \$4900; Jim seconded the motion. Motion unanimously approved. This expense was not budgeted in GL Code 6153, so funds would be drawn from other budget lines. PMP to confirm the numbers in the proposal with both vendors and ensure sales tax is not charged on services portion of the quotes.
- iii) We are still awaiting an update from the Department of Forestry on the grant under the VA trees for Clean Water Program. The Committee had previously allocated \$5K for pond plantings as a "match" for grant funds (to be charged against GL 6127, Additional Landscaping).

5) ADVANTAGE ITEMS

a) Landscape Services

- i) The Committee reviewed the Advantage landscaping monthly report. Notes: Advantage will not prune the burning bush. Fall installation of the Pansies is tentative October 1, dependent on the shipment from the grower.

Buckeye trees are still anticipated late October – early November.

Some newly installed trees are still in shock and have dropped their leaves. Advantage to monitor the plantings and replace as appropriate, including one of the new Redbuds in the

Rokeby tot lot has turned brown and is in shock. Advantage to assess all the new trees prior to the next meeting.

Proposals are still showing a fuel charge. Chris will discuss with Advantage management and advise on whether this is still applicable.

- ii) The Committee discussed the Advantage weekly meeting report summary. We are still receiving a lot of complaints from residents about common area mowing and other issues. Advantage has identified areas of shortcomings and will address those areas.
 - iii) The Committee discussed the following proposals from Advantage Landscape:
 - (1) Ron motioned to accept Advantage Estimate #2762 in the amount of \$2,846.25 for the replacement of the accident damaged burning bush in the Algonkian Median near CountrySide Blvd. (We have received insurance reimbursement for this damage). Terri seconded the motion. Approved unanimously.
 - (2) Terri motioned to accept Advantage's Estimate #2781 in the amount of \$1,738.80 to clean up the river jack stones in the CountrySide median at Route 7. Diane seconded the motion. Diane, Terri, Barb, and Tim voted Yes, Jim, Pamela, and Ron voted No. Motion carried.
 - (3) The Committee discussed the Advantage proposal for fall turf restorations. Advantage recommended waiting till after lime application and, hopefully, restoration of proper pH level of soil.
 - (4) Proposal (Estimate #2912) from Advantage for fall plant replacements needed in the common areas throughout the community was tabled until the October meeting to allow committee members time to review the locations and recommended suggestions.
 - (5) Diane motioned to approve Advantage Estimate #2910 in the amount of \$4094.46 for replacement options for the Welbourne crabapple trees, contingent on corrections to proposal (to add species Okame Cherry, Eastern Native Redbud, and to change the last line for the Cherries to be installed in Locations 1 and 6). Jim seconded the motion. Approved unanimously.
 - (6) The Committee discussed Advantage Estimate #2909 for replacement options near the Junipers across from 50 Aldridge. Committee decided **not** to do this.
 - (7) The Committee discussed Advantage Estimate #2907 for knocking down the undergrowth on the Algonkian Parkway hillsides between Spotswood and the end of the property. Committee decided that 9 trees should be removed from the hillside, but the work should be done during a regular tree service day; Advantage to estimate the time/cost.
 - (8) The Committee discussed Advantage Estimate #2908 for replacing the grasses at the planter beds on Spotswood at Bickel Court to address sightline issues. Original complaint arose because the tall grasses obscure traffic sight lines. Terri and Ron will meet on site to review the design, then Advantage will rework the proposal.
- Penny directed PMP to start to track Grounds approved work and expenditures by neighborhood to ensure an equitable distribution of budget funds.
- iv) The Committee discussed the results of the soil testing conducted by Advantage. Methodology: Multiple core samples are taken from each neighborhood and those samples are aggregated together per neighborhood. Overall, pH is low throughout the community, and Advantage

recommends lime treatment; several applications may be necessary in the long run, since the recommended first treatment of 50 lbs per 1,000 sq ft is the maximum loading and that may not be sufficient to correct to an acceptable pH. Advantage would test the soil again approximately two months after the first application to evaluate and recommend subsequent treatments.

Ron motioned to approve Advantage Estimate # 2925 in the amount of \$34,125.00 for the first lime treatment; Terri seconded the motion. Ron, Terri, Jim, Tim, and Diane voted Yes; Pamela and Barb voted No. Motion carried. Note: This item was not specifically budgeted and will require adjustments from other line items for Grounds to keep within its overall budget.

b) Tree Services

- i) Three regular tree service days have been completed this period.
- ii) One storm damage tree service day have been completed this period, mainly to address a Common area tree that fell against the back of the house and back yard of 33 Devon Court.
- iii) Review of the current tree services list.

6) PMP REPORT

a) Common Area Ground Maintenance Items

- i) Staff replaced or repaired ten sections of damaged split rail fencing this period, two damaged fire lane posts and no six-by-six street signposts.
- ii) PMP has issued service tickets with Comcast (1001502316792094), Verizon (WO# VAC804EEZ6) and Dominion VA Power (WO# 332-058-67) requesting they address the worst of the concerns noted.
 - (1) PMP submitted the letter of our concerns to Verizon, and they have responded and advised they have forwarded the list to operations, and they have started making repairs to many of the items noted.
 - (2) PMP is still working with Jim to clarify and confirm possible actions with Dominion Power.
 - (3) PMP has finally located a reachable POC for the Comcast concerns and has forwarded an advance copy of our list to them, and they have indicated they are initiating their review of the list to begin addressing the concerns.

b) Accident-Related Items - none

c) 2022 Budget Proforma – to be updated by PMP Finance.

d) 2022 Project List reviewed.

7) OLD BUSINESS – Deferred to October meeting

8) NEW BUSINESS

- a) Pamela motioned to exercise the first option year of our land services agreement with Advantage at a cost of \$240,960; Barb seconded the motion. Approved unanimously.
- b) Ron motioned to exercise the first option year of our snow removal services agreement with Advantage, at the hourly rates detailed in Attachment 2 of the Snow Removal Services Agreement;

Pamela seconded the motion. Approved unanimously. Catherine explained that when PMP sends a letter to exercise an option, we state that all Terms and Conditions remain the same.

- c) Ron motioned to exercise the first option year of our tree services agreement with Advantage at the rates of \$2,495 for a full day, \$1,870 for a half-day; Tim seconded the motion. Approved unanimously.

9) INFORMATIONAL ITEMS

- a) Our pest control vendor did treat and remove the Bald-Faced Hornet nest in a tree on Palmer Court.

10) ADJOURN

- a) Diane moved to adjourn; Ron seconded the motion. Approved unanimously. Meeting adjourned at **9:50PM**
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, October 19, 2022.**

COUNTRYSIDE PROPRIETARY
GROUPS COMMITTEE MEETING MINUTES
October 19, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 6:48 PM.
- b) Attendees: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Barbara O'Connor (Belmont), Timothy Shamble (Oatlands), Catherine Neelley (PMP), Nicole Davis (PMP), Chris Codino (Advantage Landscape)
- c) Absent: Ron McNulty (Morven)

2) COMMITTEE ADMINISTRATION

- a) Pamela motioned to approve the agenda as written with one change: Item 7, Welbourne Traffic Study, was deferred to November, because the meeting package did not contain the draft survey to be sent to Welbourne residents. Barb seconded the motion; unanimously approved.
- b) Barb motioned to approve the September meeting minutes; Jim seconded. Unanimously approved.
- c) Penny requested that the Committee more closely follow Robert's Rules of Order, especially in these areas: A motion must be made and seconded before discussion commences on an item requiring a vote; committee members are to indicate when they wish to speak, and wait to be recognized by the Chair, to aid the flow of discussion; the agenda should be followed without deviation, insofar as is possible; when the Chair indicates discussion has ended, members should refrain from further comment.
- d) Penny alerted the Committee members to a serious budget issue: Based on Advantage proposals approved by the Committee YTD, we are in danger of exceeding our budget before year-end. Penny had distributed a list of recently approved projects that had not yet been passed on to Advantage (or, in the case of the \$34K lime treatment, to the Board for approval) until the budget conflict is resolved. For further discussion, please see Item 8b.
- e) Penny requested that any requests for proposals from Advantage, or any work requested from PMP, by Committee members first go through the Committee, to ensure committee support for the effort. Penny to be copied and kept in the loop, since as a Director she has more visibility to other demands on PMP's time.

3) RESIDENT & GUEST PARTICIPATION (5 Min Limit Each)

- a) No guests present.

4) ADVANTAGE ITEMS

a) Landscape Services

- i) The Committee reviewed the Advantage landscaping monthly report with Chris Codino. The status of the cleanout of the culverts/drainage ditches was discussed in detail. In her research into the Budget-Proforma reconciliation, Penny learned that the “extra” \$15K budgeted against GL code 6125 Grounds Maintenance Program, over and above the cost of the annual Advantage contract, had been earmarked for a one-time intensive culvert cleanout by Advantage. That work was never performed because Advantage never received the authorization/signed proposal from Mike. Chris indicated that Advantage had decided to proceed with the “regular” maintenance of the culverts in the Spring. He said the Fall cleanouts were underway; in addition to the culverts listed in the monthly report (7,8,9,17,22,23,24,25), he said culverts #1 through 6 and #26 had also been completed. Barb has expressed concern about the thoroughness of the culvert cleanout, but she will review the locations of those culverts where she thought the work unsatisfactory against the list of culverts completed, to see whether those of concern had yet been cleaned, and let us know the results. For reference, the list of culverts and their locations is detailed in the Advantage contract on the Google Drive’s Grounds folder.
- ii) The Committee requested that Advantage prepare a proposal to remove 3 cedars, trim any/all deadwood from all trees, limbing up 13 cedars total, per the plan Terri submitted (included in the Grounds Meeting Package). PMP to forward the cedars plan to Advantage.
- iii) The Committee asked Chris to submit a proposal for removal of a very large section of invasive plants surrounding a grouping of trees at the corner of Fairmont. PMP to forward pictures and information to Chris.
- iv) Chris had visited the area of poor drainage behind 34 Southall, and we discussed several options to remedy this area. Terri noted that while she is willing to table other Foxfield requests, this issue has existed for some time and should be considered a priority, especially the trim back of overhanging branches onto the resident’s property. Chris believes that installation of a surface drain box (not a French drain) would greatly improve the situation, as it would take advantage of the existing slope in the ground to divert water before it pools behind the townhouse. Terri also requested trim-back of the trees from the common area, as some overhang into the resident’s yard; this should also improve the likelihood that any sod or seeding would get sufficient light. Rubberized mulch was discussed but was rejected because the surface needs to be smooth enough for residents to wheel their trash cans across the area. Chris suggested that a combination of the surface drain box (with underground extension to the tree line for drainage), along with either sod or the seed-and-net approach that was used behind 143 Sulgrave, should work. Chris to submit proposal, with different price-point options if warranted, and with the trimming of the trees included as a separate line item.
- v) Chris informed us that the last four trees from our Spring order have finally arrived, and they should be installed by month-end or soon thereafter. Replacement trees for any of the original order which have died will also be replaced, including one of the redbuds by the Rokeby tot lot. Chris confirmed that CountrySide will NOT be billed (retroactively or otherwise) for the watering of the original trees that Advantage has been performing since the trees were planted. Advantage’s policy is that watering charges do not begin until all items from the original order have been received and installed, and since the buckeyes were delayed so long, we will only be billed for watering services after the last trees are installed. The watering contract was set to run through November, but Chris said depending

on the weather, Advantage may be watering the trees through the first couple of weeks in December.

vi) The Committee reviewed the following Advantage Proposals:

- (1) \$6,775.00 proposal from Advantage to remove tree behind 10 Crisswell. Pamela suggested that we investigate whether the tree in question is on common area ground or on the resident's property, because the Loudoun County Real Estate database's aerial photos seem to show the tree as well within the property line. The resident who lodged the complaint is the neighbor at 8 Crisswell. PMP to check if they have a copy of the plat; if they do, they will re-visit the site to evaluate responsibility for the removal of the tree. Penny asked Catherine to ensure that any similar future requests for tree removal be evaluated by PMP against property lines, to ensure we are not using Grounds funds for removal of trees that are on private property.
- (2) \$15,913.13 proposal from Advantage to complete the annual fall turf aeration: Penny informed Chris that we want to hit "pause" on the aeration proposal for now, until Grounds has time to re-evaluate its approved work against projected budget overruns. Jim pointed out that Advantage's proposal includes 65 acres for treatment, whereas our prior vendor had proposed treating only 45 acres. Chris said he's going off the maps he was given. When asked whether he would recommend aeration over lime treatments (in case we can't do both), Chris explained how the two treatments work together: lime would work faster in aerated soil. Based on this, a different approach was suggested. Committee members will evaluate their neighborhoods for areas that are most in need of attention, or where treatment would have the most visual impact, with an eye to limiting the treatment area to "most urgent" only. Then Chris will prepare proposals for treatment of both aeration AND lime, to see if we can better manage the costs for the combined treatments. Chris to send us the detailed neighborhood maps for committee members to use in targeting areas for treatment.
- (3) \$19,400.00 proposal from Advantage for Invasive species (bamboo) removal. Penny informed Chris that our total budget for Invasive Species treatment is \$7,500, so Chris will rework the estimate to define separate areas of possible treatment with associated costs, so the Committee can decide which areas might be treated this year.
- (4) \$8,034.00 proposal from Advantage for fall plant replacements needed to replace dead plants in the common areas throughout the community: The Committee members are to evaluate the most needed replacements, given the budget constraints, and we will have to get back to Chris with a (hopefully) reduced list of plants targeted for replacement.

b) Tree Services

- i) One regular tree service day was performed this period.
- ii) The Committee discussed the current tree services list with Chris and requested his advice on which trees most urgently needed attention. Given the budget constraints, we will have to limit service to those trees which pose a more immediate safety issue. Chris will investigate

whether Advantage can offer reduced pricing for off-season work to address “winter trees” (i.e., trees that should be addressed from the Long Term Tree Services GL code).

5) POND ISSUES

- a) Pamela informed the Committee that our grant application was successful and that we have been awarded a \$5,000 grant from the VA trees for Clean Water Program! Given the delay in the grant award, we will have to push the installation of the plantings until Spring 2023; we will be requesting that the \$5,000 from *our* budget, pledged for the necessary match to the award, be carried into next year. Pamela stressed how helpful and responsive Chris had been to our requests for proposal revisions, based on feedback from the DOF, and the Committee thanked Chris for his help.

Nicole confirmed that she had received the monthly report from AEC, although it was not in the Meeting Package; she now understands it is needed for the package each month. Nicole will forward copies of the report to Committee members.

6) PMP REPORT

- a) Common Area Ground Maintenance Items
 - i) Staff replaced or repaired the damaged split rail fencing at the parkway parking lot and HPR trail head, coordinated the paving and concrete work, repaired and painted benches at P.
 - ii) PMP has issued service tickets with Comcast (1001502316792094), Verizon (WO# VAC804EEZ6) and Dominion VA Power (WO# 332-058-67) requesting they address the worst of the concerns noted. Jim is still trying to identify a Point of Contact at Dominion.
- b) 2022 Budget Proforma: Penny explained that she had requested that Catherine provide the expanded Proforma that was included in the meeting package, as the one we had been using was missing approximately 8-10 GL code/line items that fall under the Grounds budget.
- c) 2022 Project List was reviewed. Pamela requested that PMP update the notes on the Project List to reflect that the Neighborhood Signs project needs further work by PMP before the project is ready for discussion in the Grounds Committee. That project will be pushed until 2023.

Catherine reported that the asphalt and paving work should be finished by 21Oct, with Bryan reviewing punch list items with NVM.

7) OLD BUSINESS

- a) Discussion of the survey to Welbourne residents regarding possible traffic calming measures along Vandercastel was deferred until the November meeting since the draft survey for residents was not included in the meeting package. Catherine informed the Committee that she and Mike had contacted the Loudoun County Sheriff’s Office and confirmed that the LCSO has jurisdiction for speed limit and traffic law enforcement on the townhouse streets. However, the requests for an increased presence along Vandercastel, along with the question of whether the LCSO would be willing to occasionally park an empty LCSO car nearby as a speed deterrent,

hadn't been mentioned. Now that Catherine knows about that part of the request to PMP, PMP will follow up with the LCSO.

8) NEW BUSINESS

- a) Barb moved that the Committee approve the exercise of the second option year on our trash and yard waste agreement with Republic Services at a cost NTE \$635,000; Pamela seconded the motion. Approved unanimously.
- b) The Committee devoted substantial time to discussion of items already approved for expenditure in 2022, since to proceed with all items would put us over budget by at least \$5K, with no funds remaining for other work this year. Penny committed to sending out the spreadsheets with the analysis of how she had reached that conclusion. After much discussion, the Committee:
 - confirmed its previous approval of the Advantage proposal for replacement of dead crabapple trees in Welbourne with redbuds (Estimate #2910) at the cost of \$4,094.46
 - reversed its previous approval of Advantage estimate #2781 for clean-up of the river jack stone bed at the intersection of CountrySide Blvd and Rt 7. That bed can be treated with pesticide to kill the weeds.
 - agreed that the lime application proposal (#2925) would need to be revised based on the committee's prioritized list of areas to be targeted for aeration and lime treatment
 - agreed that purchase and installation of the fountain for the pond would be deferred until 2023
 - agreed to leave unchanged the approval on the cherry trees on CountrySide Blvd near Minor Rd (Advantage estimate #2776), inasmuch as we believe that Mike had already sent a signed authorization to Advantage for this work and Advantage may have purchased the trees.
- c) Discussion of forming a working group to prioritize and evaluate candidates for 2023 tree plantings was deferred indefinitely given our 2022 budget constraints.

9) INFORMATIONAL ITEMS

10) ADJOURN

- a) Meeting Adjourned at 10:20 PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, November 16, 2022.**

COUNTRYSIDE PROPRIETARY
GROUPS COMMITTEE MEETING MINUTES
November 16, 2022

1) CALL TO ORDER

- a) Meeting Called to Order via remote attendance at 7:03 PM.
- b) Attendees: Penny Francke (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), James Krips (Rokeby), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Timothy Shamble (Oatlands), Catherine Neelley (PMP), Chris Codino (Advantage Landscape)
- c) Guest: Audra Garnett, Foxfield resident

2) COMMITTEE ADMINISTRATION

- a) Barb moved to approve the meeting agenda; Pamela seconded. Approved unanimously.
- b) The Committee reviewed a sample motion that had been provided for guidance on wording of future motions.
- c) October Minutes had been approved via e-vote prior to this meeting.

3) RESIDENT & GUEST PARTICIPATION (5 Min Limit Each)

- a) Ms. Garrett related to the Committee some ongoing problems she is experiencing with a neighbor's visitors and/or contractors parking in her (Ms. Garrett's) parking space. Ms. Garrett is suggesting that we post signs stating "Resident Parking Only". The Committee explained that we generally try to minimize the amount of signage throughout the community and suggested that Ms. Garrett have a one-on-one conversation with her neighbor about the ongoing parking issues. We also explained that Resolutions 233 and 234 spell out the policies on parking, and once those Resolutions have been revised, they will be published to the website and Courier.

4) ADVANTAGE ITEMS

- a) Landscape Services
 - i) The Committee reviewed the Advantage monthly report and provided feedback in several areas: the drainage ditch cleanup still needs more attention, as not all ditches have been cleaned satisfactorily (Barb reported that #17 was not clean); the leaf removal resulted in complaints from a resident who said the debris was blown all over cars—Advantage needs to provide more notice to PMP so we can notify homeowners in advance.
 - ii) Review of the following Advantage Proposals:
 - (1) Terri moved to accept the \$1980.00 proposal from Advantage for drainage remediation behind 34 Southall Ct; Jim seconded the motion. Approved unanimously.
 - (2) Pamela moved to accept the \$28,275.00 revised proposal (Estimate #2775) from Advantage to complete the annual fall turf aeration and liming; Jim seconded the motion. Approved unanimously by the Committee (requires Board approval).

- (3) Barb moved to accept the \$7450.00 proposal from Advantage for Invasive species (bamboo) removal; Terri seconded. Approved unanimously by the Committee (requires Board approval).
- (4) Ron moved to accept Advantage proposal #1872 in the amount of \$15,720.00 for cleaning of under-drains; Barb seconded the motion. Approved unanimously. Note: this was part of the original contract proposal back in August 2021, and the work had already been approved by the Board of Directors as part of the 2022 Budget. PMP will send signed proposal to Advantage to signify acceptance. (This work is completely separate from the drainage ditch cleanup work.)
- (5) The Committee reviewed Advantage proposal #3046 in the amount of \$9,425 for remediation work on the 19 Leyland Cypress (not cedars, as previously referenced) trees in Foxfield. Given the fixed scope of work, Pamela motioned to obtain competitive bids from other vendors for this work. Tim seconded the motion; Ron/Morven voted No; six others voted Yes. Motion carries. PMP to obtain competitive bids.

iii) Reconsideration of the following Advantage Proposals:

- (1) The Committee requested Advantage to remove the 9 dead trees mentioned in Estimate #2907 (for \$5951.25 for AP Hillside Clean-up) as part of a tree day. Committee instructed PMP to work with Advantage to schedule as many tree days as possible, within the existing budget, before year-end.
- (2) The Committee discussed Advantage Estimate #2912 in the amount of \$8034.71 for replacements for dead plantings. Barb and Pamela made several suggestions for substituting plants other than those listed (reduce pear trees from 2 to 1; replace linden trees, as current lindens are not doing very well; cherry laurels get too large for that location, etc.) Advantage to revise proposal with suitable replacements. However, in the interests of expediting the schedule for planting the replacements, Pamela moved to accept Advantage's revised proposal in an amount NTE \$8,000, contingent on approval of substituted plantings. Tim seconded; approved unanimously.
- (3) Barb moved to accept Advantage Estimate #2908, in the amount of \$2357.73, for Bickel Ct bed plantings; Terri seconded. Approved unanimously.
- (4) Diane requested a reconsideration of Advantage proposal #2871 (NTE \$1,740) for cleanup of the river jack/stone bed at the Rt 7/CountrySide Blvd intersection, since some of the previous budget constraints had been alleviated. Diane moved to approve this expenditure; Tim seconded the motion. Diane, Tim, Barb, and Terri voted Yes; Jim, Pamela, and Ron voted No. Motion carried.

b) Tree Services

- i) The Committee reviewed the tree list and requested that PMP work with Advantage to schedule tree days as soon as possible.

5) POND ISSUES

- a) The AEC report from their October visit was reviewed.
- b) Pamela gave an update on the pond grant; volunteers to date include a biology teacher from Potomac Falls High School who will get students involved.
- c) Pamela moved to approve Advantage Proposal/Estimate #2784, in an amount NTE \$7,500 for pond plantings and associated installations as noted, with the understanding that approximately \$5,000 of the total expenditures for the pond project will be reimbursed under the VA Department of Forestry grant. Barb seconded the motion; approved unanimously. Planting date is projected to be April 22, 2023.

6) PMP REPORT

- a) Common Area Ground Maintenance Items
- i) Fire beside trail between Ferguson and Jeremy Ct. No real damage done, mostly burned leaves,
- ii) NVM paving, curb and gutter, and concrete sidewalk work substantially complete with a few punch list item remaining
- b) 2022 Budget Proforma reviewed.
- c) 2022 Project List reviewed.

7) NEW BUSINESS

- a) The Committee reviewed the bid comparison sheet prepared by PMP for removal of two dead trees in the common areas behind 8 and 10 Crisswell. Barb moved to award the work to Riverbend at a cost of \$2,750; Tim seconded. Approved unanimously. PMP will obtain a Certificate of Insurance from Riverbend before authorizing the work.
- b) Penny presented a summary of the 2023 approved budget for Grounds, which is roughly 8.6% higher than the 2022 totals. Of particular note is the addition of a new GL category for Dangerous Trees, which is budgeted at \$25,000 for 2023. Also, Invasive Species funding was raised from \$7,500 to \$20,000, in recognition of the growing problem.
- c) Jim moved that the Committee follow Barb and Pamela's suggestion for the Spring Flowers to be ordered from Advantage: First choice Persian Shield (as a background), with Angelonia Archangel Raspberry (or Pink, if Raspberry is not available) for the foreground; Second Choice All Sun Coleus "Special Effects" (only if first choice is not available). Barb seconded; approved unanimously.

8) INFORMATIONAL ITEMS – None

9) ADJOURN

- a) Meeting Adjourned at 10:35 PM.
- b) Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, January 18, 2023.**