

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
April 10, 2025**

1) CALL TO ORDER

- a) Meeting Called to Order via Zoom at 7:02 PM.
- b) Attendees: Penny Francke (Chair), Pat Bour (Rokeby), Amanda Boone (Oakridge), Tommy Jackson (Belmont), Scott Simon (Foxfield), Frederick Bassett (Morven), Tim Pope (PMP). Lauren Donaldson (Waves) was present for Waves discussion.

2) COMMITTEE ADMINISTRATION

- a) Amanda moved to approve the April 10, 2025 Agenda as written; Tres seconded the motion. Approved unanimously.
- b) Amanda moved to approve the March 13, 2025 Minutes; Pat seconded the motion. Approved unanimously.
- c) Pat moved to confirm the e-vote awarding the pool deck repairs to Millenium for a cost NTE \$21,000; Tres seconded. Approved unanimously.

3) GUEST & RESIDENT PARTICIPATION

- a) No guests present.

4) POOL ISSUES

- a) American Pools
 - i) American has begun preparations for pool season. They have notified us of a new policy from the Loudoun County Consumer Services/Division of Health: pre-opening inspections are no longer required if the permit is obtained directly from the Health Department office in Leesburg. AP plans to follow this process for the upcoming season.
 - ii) American Pools has confirmed that the three pool managers from last year will return this year. There will be a new “floating” supervisor, Cleon White; Cleon has worked with American for over 10 years.
 - iii) Tim is in the process of getting pricing on the “wish list” of items submitted by American (pool/first aid supplies, flanges, etc.). Tommy advised Tim to check the quality/grade of materials purchased to make sure we’re buying durable supplies.
- b) Waves
 - i) The FAC Team reviewed the list of dates submitted by Waves for practices and meets; PMP confirmed that no conflicts were apparent. Pat moved that the FAC approve the list of dates submitted by Waves, including hosting of a Divisional Meet at Parkway Pool on July 19th; Amanda seconded. Approved unanimously. PMP will make a note to send an email blast for the early closing of Parkway that day.

- ii) Lauren reported that Waves will submit their contract to American Pools, with a copy to the FAC for information. Penny informed Lauren that CountrySide will be sending a revised contract to Waves as soon as it's returned from legal review.
- iii) Lauren agreed that she and Maddy Thring will communicate directly on any information the Waves will want published in the Courier.
- c) Amanda moved to approve the Pool Operating Hours schedule as included in the meeting packet; Pat seconded the motion. Approved unanimously.
- d) Update on Pool Projects and Upcoming Purchases
 - i) Tim is in the process of getting pricing on the "wish list" of items submitted by American (pool/first aid supplies, flanges, etc.). Tommy advised Tim to check the quality/grade of materials purchased to make sure we're buying durable supplies.
 - ii) Once the pool furniture is moved out of the pool houses, PMP will assess it to see if any strapping or other repairs are required.

5) PROJECT LIST & BUDGET

- a) 2025 Project List
 - i) Pat reported that a NAC member asked for the pool house renovation suggestion sheet to be revised to accept edits and input; Tim will issue the revision.
 - ii) A NAC member asked if all restrooms (both Men's and Women's) at all three pools have baby changing stations; Tim will check and get back to Pat. Any missing stations could be addressed when the fall renovations are planned.
 - iii) The FAC Team discussed the pool concrete decks at length. The team was unanimous in its agreement that concrete pool decks, by their very nature, will exhibit patched sections and repaired cracks. Tres pointed out that last year's budget suggestions did not contain any comments on the appearance of the concrete decks at the pools; the FAC consensus was that none of the pool decks need to be considered for total replacement at any time in the foreseeable future.
- b) Monthly Financial Reports
 - i) The FAC Team discussed the electric usage at the pool houses and agreed that an electrical contractor might be able to advise on whether the usage is unexpectedly or unreasonably higher at Parkway. Tommy suggested that at the time the pool houses were built, energy costs were relatively cheap, and buildings were not necessarily designed with heating efficiency in mind, and that may be a factor in Parkway's electric usage. Pat suggested that Tim check with Dominion Power on whether the "free audit" offered to residential customers would be available to CountrySide.

6) OLD BUSINESS

- a) Parkway Women's Room Remodel: awaiting vendor's confirmation that they have procured countertop that will blend with the existing color scheme; work should be completed well before pool opening.

- b) Lindenwood Shade Structures installation should be complete within the next couple of weeks.
- c) Cromwell Window Replacement should be done before Memorial Day weekend.
- d) No Trespassing Signs: fence anchors have been received; signs scheduled to be installed next week.

7) NEW BUSINESS

- a) Tennis Court Crack Repair and Resurfacing Bids: the FAC Team held a lengthy discussion on the bids received. The major concern was that the work quoted would not address the tennis court dead spots that have been the subject of multiple resident complaints, because we have repeatedly layered surface repairs on top of previous cracks and dead spots. The current Reserve Study does not provide for complete replacement of any of the tennis or basketball courts at any point, and several FAC members think total replacement will be needed to prevent the repeated reoccurrence of dead spots. All agreed that more investigation is needed into the costs of total replacement, perhaps to be included for consideration in the Reserve Study updates scheduled for this year. The Committee was reluctant to commit the allocated \$128K of Reserve funds for what's basically "band-aid" fixes as currently proposed, but they didn't want to forego all repairs and leave residents with no improvements to the courts in the meantime. FAC suggests a compromise: one tennis court to be repaired/resurfaced now, while Tim gathers information on total replacement costs for additional discussion with the Board and the Reserve Study advisors. Accordingly, Amanda moved that the FAC authorize Mid-Atlantic Tennis Courts to perform repairs as quoted on the Lindenwood tennis courts *only* at a cost NTE \$30,000, contingent on confirmation from the vendor that such pricing is valid for the reduced scope of work; in addition, further repairs to be deferred until full replacement costs for all tennis and basketball courts can be investigated. Tres seconded the motion; approved unanimously. Tim will follow up with all three vendors on replacement costs, and with Mid Atlantic on breaking out the Lindenwood repairs.

8) INFORMATIONAL ITEMS

- a) Tim updated the FAC on the repairs done to the storm drain pipe at Parkway on 4/10/2025.

9) ADJOURN

- a) Amanda moved to adjourn the meeting; Pat seconded the motion. Approved unanimously; Meeting adjourned at 9:22 PM. Next FAC meeting is scheduled to be conducted remotely at **7:00 PM on Thursday, May 8, 2025.**