

The Courier

"A COMMUNITY ON THE POTOMAC" | WWW.COUNTRYSIDE-VA.ORG



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MEETING SCHEDULE

COMMITTEE MEETINGS WILL BE HELD VIRTUALLY UNTIL FURTHER NOTICE

BOARD OF DIRECTORS (BOD)
1ST WEDNESDAY, 7:00 PM

DESIGN REVIEW COMMITTEE (DRC)
2ND MONDAY, 6:30 PM

FACILITIES COMMITTEE (FAC)
2ND THURSDAY, 7:00 PM

GROUNDS COMMITTEE (GRNDS)
3RD WEDNESDAY, 7:00 PM

HORSEPEN RUN AD HOC COMMITTEE (HPRN)
2ND WEDNESDAY, 7:00 PM

NEIGHBORHOOD ADVISORY COUNCIL (NAC)
1ST TUESDAY, 6:30 PM (HYBRID)

COMMUNITY RELATIONS COMMITTEE (CRC)
2ND WEDNESDAY, 7:00PM

FINANCE COMMITTEE (FIN)
2ND TUESDAY, 7:00 PM

Reminders and News

HAPPY THANKSGIVING

PMP will be closed on Thursday, November 28 and Friday, November 29. The office will re-open on Monday, December 2.



LOOKING FOR MINUTES?
Visit the CountrySide website to view the latest Meeting Minutes at <https://countryside-va.org/>



LOCAL EVENTS IN NOVEMBER!

16

ASTRONOMY FESTIVAL

Take in the stars from Turner Farm Park in Great Falls from 5:00 - 7:30 PM. There will be guided stargazing sessions and you'll be able to look through a telescope! Tickets are required for \$10 per person.

16

SANTA'S WORKSHOP

Kick off the holiday season with your family at Santa's Workshop event. There will be crafts, treats, a Christmas movie, and prizes! This event is held from 11 AM - 1 PM.

28

THANKSGIVING DAY RACES

Start your Thanksgiving Day off with a run! Participate in Ashburn Farm Thanksgiving Day 10k, 5k, or 2k! You can participate in-person or online. The races start bright and early at 8 AM!

NOVEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5 NAC Meeting @6:30 PM	6 BOD Meeting @7:00 PM	7	8	9
10	11 DRC Meeting @6:30 PM	12 FIN Meeting @7:00 PM	13 HPR + CRC Meetings @7:00 PM	14 FAC Meeting @7:00 PM	15	16
17	18	19	20 GRNDS Meeting @7:00pm	21	22	23
24	25	26	27	28 <i>Thanksgiving</i> PMP CLOSED	29 PMP CLOSED	30

NOTICE!

Common Area leaf removal will take place November 13th – November 15th, weather permitting. Landscapers will service the following areas on the following dates:

November 13th – Foxfield and Welbourne

November 14th – Morven and Oakridge

November 15th – Algonkian Pkwy and CountrySide Blvd

NOTE: This is Common Area Leaf Removal, not Residential Pickup. Residents are responsible for leaf removal and disposal on their own property.

Due to dry weather, it is expected to be a dusty removal. Please feel free to move your vehicles on these days if you live in a townhouse community. Landscapers will try their best to avoid cars during removal in parking areas.

Would you like to receive a Payment Booklet for 2025?

Please email reception.cside@pmpbiz.com to put your address on the list!

(SIGN UP DEADLINE NOVEMBER 30th)

Meeting Announcements

- There are no committee meetings in the month of December, 2024. Please submit any DRC applications by November 1, 2024 if you would like a decision before the end of the year. Otherwise, meetings will resume in January 2025.
- There will be an additional Board Meeting on Monday, December 9th, at 7:00 PM.

2025 Board of Directors Candidates



Roddy Dean – Morven

I have served on the Board since August 2019 and as the Treasurer since July 2022, and previously served on the NAC and the Finance Committee. I would like to continue to serve on the CountrySide Board of Directors representing Morven Woods in 2025. I have lived in CountrySide since 1984 and have seen many changes. I want an opportunity to help with future decisions and continue to serve as a voice of reason while we work on difficult tasks of updating and maintaining our community. I have 45 years of financial and management experience in banking. My banking background has given me experience with contractors, employee management, risk analysis, real estate values, customer service and budgeting. I believe I am organized and think problems through. Thank you for your signature and your vote. I look forward to continue working in the community.

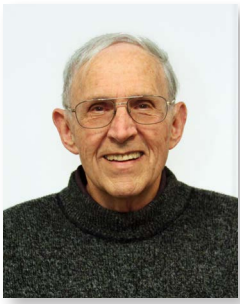


Penny Francke - OakRidge

I've been a CountrySide resident for nearly 20 years. Since joining the Board in 2016, I've served as Vice-President of the Board for 6 years, and President for two years; I've also chaired the Grounds, Facilities, and Community Relations Committees. All of this gives me a deep understanding of the challenges facing CountrySide, both from residents, and from external sources. I believe CountrySide needs Board members with this breadth of knowledge now more than ever, to protect the Proprietary's interests in the coming year, so we can confidently interact with Loudoun County, the State, and others on issues like the County's plans for stream restoration in Horsepen Run, or the development of a public park adjacent to CountrySide land.

I'm retired after a diverse career in the chemical and software industries, in a variety of technical, customer service, project management, and business management roles. In addition to my MBA, I maintained a certification as a Project Management Professional for 16 years, until a few years after my retirement. That broad business experience helps me look after CountrySide's interests on a variety of fronts. As a Board member, I've worked to improve communications with residents, both through Board leadership and through Courier articles on budgeting, assessments, and other subjects of interest.

I believe the OakRidge Director has an obligation to represent both our neighborhood (townhomes and single family homes) and the CountrySide community as a whole. I take the representation and fiduciary responsibilities very seriously, giving many hours of research and preparation for Board, committee, and budget meetings; my attendance record is well over 95% (250+ meetings!), reflecting my deep commitment to this volunteer position. I hope you'll let me continue to serve OakRidge in 2025. Thank you!



David Barrie - Oatlands

Currently I serve on several CountrySide committees and as the Oatlands representative to the Board of Directors. I would like the opportunity to continue my service to Oatlands and CountrySide. This will allow me to “give back” to the community, both Oatlands and CountrySide. The preservation of our open space and the upkeep of our properties are paramount to me. CountrySide includes Horsepen Run, a fantastic wetlands nature preserve of over 370 acres that needs to be protected for the community to enjoy.

I strongly support annual home exterior inspections to ensure the value of CountrySide properties are being maintained. Maintaining the beauty of our common area is also important to me as that serves to enrich property values. Over the years that I have been a member of the Board of Directors, CountrySide has been financially prudent, balancing the requests of the residents, the expenses of a multi-million-dollar operational budget and the requirements to maintain our reserves for the future expenses.

My commitment to Oatlands and CountrySide reflects my enjoyment of living in a community which fosters property appreciation, maintenance of our CountrySide grounds and financial responsibility.



Kumar Sangaran – Rokeby

I’ve been a CountrySide resident for over 20 years, and I have served on the Board of Directors multiple times. I’m currently serving as Secretary on the Board, and as Chair of the Grounds Committee.

My experience on the Board and as a long-time CountrySide resident means that I understand the issues facing our community. I think residents want a Board that enforces guidelines, to help maintain property values and protect the lifestyle we enjoy in CountrySide, all while keeping assessments at reasonable levels.

I hope you will continue to let me serve the Rokeby neighborhood on the 2025 Board of Directors.



Fredrik Wallin – Welbourne

My name is Fredrik Wallin and I have lived in CountrySide (Welbourne) since 2013. I wish to continue serving as the Welbourne Director on the Board of Directors to make sure that our neighborhood is represented.

I have served as chair of the Grounds Committee, on the NAC, as well as on the Facilities and DRC Committees and have a broad experience of the many issues facing our community.

I believe that the Welbourne Director should work collaboratively with the other Directors in order to represent the best interests of our neighborhood and community. I care deeply about our community and I want it to thrive and keep on being a great place to live.

The Welbourne Director should be focused on the overall needs of both our neighborhood as well as the entire community over and above personal interest. I believe I can do that for Welbourne.

CALL FOR CANDIDATES

2025 BOARD OF DIRECTORS VACANCIES

Included in this edition of the Courier on the next page, you will find a petition of candidacy for the Belmont and Foxfield Directors on the CountrySide Board of Directors for 2025.

Participation on the Board is an opportunity for you to make a personal contribution to your neighborhood and an investment in CountrySide's future. We hope you will take the time to carefully consider representing your neighborhood on the Board of Directors next year. Every CountrySide homeowner in good standing is eligible and encouraged to participate.

Please include a brief statement of your reasons for seeking election to the CountrySide Proprietary Board of Directors and a summary of specific qualifications that would make you well suited for the position.

We would appreciate any personal information that you would like to share, such as length of residency in CountrySide, other committees you have served on and community service experience.

Your petition will be presented to the board at the January meeting. Petitions must contain the signatures of owners of ten (10) properties, in good standing, from your neighborhood who support your candidacy. The petition of candidacy form has been formatted to accept electronic as well as physical signatures.

All petitions must be received in the proprietary office by 4:00 pm on December 20, 2024. You may drop your petition off at the Proprietary Office or mail it to:

CountrySide Proprietary
Attention: Elections Committee
21515 Ridgetop Circle, Suite 280, Sterling, VA 20166

Please feel free to call the Proprietary Management Office or another Board representative if you have any questions about the election process or need further information about Board positions. We look forward to hearing from you.

Sincerely,

Catherine Neelley
Community Manager
Catherineen.cside@pmpbiz.com
(703) 430-0715



Board of Directors Vacancy for Belmont

There is a vacancy on the CountrySide Proprietary 2025 Board of Directors for the **Belmont** neighborhood. We are currently accepting applicants to fill this position. The CountrySide Proprietary Bylaws state, "in the event of a vacancy, his/her successor shall be selected by the remaining Elected Directors and shall serve for the unexpired term of his/her predecessor." If you are a homeowner in the in the **Belmont** neighborhood and would like to contribute to your community, please consider applying to represent your neighborhood on the Board of Directors. Representing your neighborhood will be challenging, rewarding, and an educational experience. All Board members are volunteers who serve the entire community. To apply, fill out the application below and return it to the Proprietary Office. Please include a brief statement with your reasons for serving your community. This statement will be published in a future edition of our monthly publication "The Courier." If you have any further questions, please feel free to contact Catherine Neelley, Community Manager, at 703-430-0715 or via e-mail at catherineen.cside@pmpbiz.com.

CountrySide Proprietary Petition of Appointment For The 2025 Board of Directors

Name: _____ Address: _____

Briefly state your reasons for seeking the Board of Directors. Please Print.

Signatures and addresses of owners of ten (10) properties in your neighborhood who support your appointment.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |



Board of Directors Vacancy for Foxfield

There is a vacancy on the CountrySide Proprietary 2025 Board of Directors for the **Foxfield** neighborhood. We are currently accepting applicants to fill this position. The CountrySide Proprietary Bylaws state, "in the event of a vacancy, his/her successor shall be selected by the remaining Elected Directors and shall serve for the unexpired term of his/her predecessor." If you are a homeowner in the in the **Foxfield** neighborhood and would like to contribute to your community, please consider applying to represent your neighborhood on the Board of Directors. Representing your neighborhood will be challenging, rewarding, and an educational experience. All Board members are volunteers who serve the entire community. To apply, fill out the application below and return it to the Proprietary Office. Please include a brief statement with your reasons for serving your community. This statement will be published in a future edition of our monthly publication "The Courier." If you have any further questions, please feel free to contact Catherine Neelley, Community Manager, at 703-430-0715 or via e-mail at catherineen.cside@pmpbiz.com.

CountrySide Proprietary Petition of Appointment For The 2025 Board of Directors

Name: _____ Address: _____

Briefly state your reasons for seeking the Board of Directors. Please Print.

Signatures and addresses of owners of ten (10) properties in your neighborhood who support your appointment.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

COMMITTEE CHARTERS BEING REVISED

Five (5) Resolutions which serve as the charters for five of CountrySide’s standing committees have been revised on advice of legal counsel. Those Resolutions are as follows:

- Resolution 75, Facilities Committee
- Resolution 127, Grounds Committee
- Resolution 137, Finance Committee
- Resolution 232, Neighborhood Advisory Council
- Resolution 260, Horsepen Run Committee

The full text of the revised Resolutions is available in this edition of the Courier and on the CountrySide website. Similar changes to Resolution 237, Design Review Committee and Resolution 265, Community Relations Committee are also in process and will be available for examination after legal review is complete.

A separate guideline, Resolution 125, dictates that when a Resolution is revised, the President and Secretary of the Proprietary are required to evaluate proposed changes to Resolutions for “*any content that, in his or her sole opinion, implies or states that the proposed Resolution implements, defines or modifies rules, regulations or policies that may have an impact on an owner’s rights and privileges*”. It is the opinion of the present President and Secretary that the proposed changes to the above Resolutions have **NO** impact on the rights and privileges of Members. The changes to the resolutions were made to better define process and procedures, and to enhance the consistency of our Committee Charters across the community. In addition, the formalization of the Board’s authority over committee appointments ensures compliance with insurance standards and procedures, and adds a layer of protection for committee volunteers.

The revised Resolutions will be effective January 1, 2025, after final approval by the Board of Directors. A hearing on the proposed revisions, as well as the vote on that final approval is scheduled for a special Board Meeting to be held at **7:00PM on December 9, 2024**, directly before the CountrySide Annual Meeting at 8:00 PM on that date. Written comments on the proposed changes may be sent via email to the President, c/o reception.cside@pmpbiz.com, prior to December 6, 2024 at 12:00 noon. Any owner/Member of the Proprietary wishing to attend the hearing on December 9th should also notify Alicia McKenna-Graves at reception.cside@pmpbiz.com and indicate whether you want to address the Board at that hearing.

Respectfully.

Penny Francke
President, CountrySide Proprietary

Kumar Sangaran
Secretary, CountrySide Proprietary

**COUNTRYSIDE PROPRIETARY
RESOLUTION NO. 75
DRAFT PROPOSED AMENDMENT EFFECTIVE JANUARY 1, 2025
FACILITIES COMMITTEE**

WHEREAS, Article III, Section 3 of the Amended Declaration (“Declaration”) of the CountrySide Proprietary (“Proprietary”) grants the Board of Directors (“Board”) all powers for the conduct of the affairs of the Proprietary in accordance with the Governing Documents; and

WHEREAS, the Board recognizes that the proper preservation and enhancement of the recreational facilities in the community is essential to the maintenance and enhancement of property values; and

WHEREAS, the Board wishes to develop a program which will assist in protecting the life, limb and property of the Proprietary and its Members; and

NOW THEREFORE, BE IT SO RESOLVED THAT Resolution 75, which established a standing Facilities Committee (“Committee”) be amended as of October 23, 2024 and effective January 1, 2025:

I. RESPONSIBILITIES

- A. The responsibilities of the Facilities Committee are to advise and to assist the Board in developing and administering an ongoing program to preserve and enhance the swimming pools, basketball courts, tennis courts, par course, tot lots, and gazebo, particularly in regard to the maintenance of and improvements to these areas, and to advise and assist the Board in developing rules and regulations for the use and enjoyment of these areas.
- B. The Board has the complete discretion to determine the scope of responsibility of the Committee and this Charter is not intended to create any restrictions or limitations on the Board’s power to determine the jurisdiction or membership of the Committee.
- C. The Board reserves the right to direct the Committee to discontinue any action as the Board, in its sole discretion, may determine and the Committee is prohibited from taking any action not delegated to it by this Charter or by a future resolution of the Board.

II. ORGANIZATION AND ELIGIBILITY

- A. Membership. Membership is constituted annually in accordance with the following criteria:

1. Committee candidates shall be members of the Proprietary in good standing. For purposes of this Resolution, “good standing” shall be defined as the absence of any liens, suspension of privileges, assessment delinquency in excess of thirty-days past due, architectural violations, or pending legal action with the Proprietary. The Board may, at its own discretion, consider other eligibility factors to ensure that the selected members will serve the best interests of the Proprietary.
2. It is the intent that each Neighborhood be equally represented on the Committee. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. Interested candidates should submit a written request for appointment including any personal or professional information which might assist in the appointment process; such requests for appointment should be submitted to the Grounds and Facilities Manager of the Proprietary’s management company, to be forwarded to the Board for approval to serve on the Committee.
 - a. In the event that a Neighborhood has no approved representative from that neighborhood, the Board may at its sole discretion appoint a member to serve in such vacancy. The member need not be a resident of the Neighborhood in which the vacancy has occurred. This position will be considered as an alternate, with voting privileges. At any time, should a member from that Neighborhood be appointed or volunteer to serve on the committee, the alternate is required to relinquish the voting position.
 - b. There can be no more than two voting members from any Neighborhood on the Committee. Should there be two or more members from one Neighborhood appointed at the same time, the election of the voting member for that Neighborhood will be done via drawing one name from the names of those members of that Neighborhood.
 - c. The Committee shall not exceed seven (7) voting members. The seven (7) votes represent one voting member from each of the Neighborhoods. The chairperson shall only vote in the case of a tie vote. Exception: If the Chair’s neighborhood is unrepresented by a Committee member through a vacancy on the Committee, the Chair may cast the vote for his/her Neighborhood. In the event

that Neighborhood becomes represented by a new Committee member, the Chair will revert to only casting a vote to break a tie.

3. All Committee appointments are subject to approval by the Board . The Board may refuse to approve the appointment of any volunteer to any Committee, with or without cause.
- B. Chairperson. Unless otherwise designated by the Board, the Chairperson of the Committee shall be a Director elected by the Board in its first regular meeting of each year. The duties of the Chairperson include but are not limited to the following:
1. Develop annual meeting calendar;
 2. Assist in the development of meeting agendas;
 3. Preside over/chair Committee meetings;
 4. If unable to attend a Committee meeting, the Chairperson will, at his/her sole discretion, designate a substitute Chairperson (from the Committee membership, the Management Company, another Board member, or other) for that meeting;
 5. Oversee and manage Committee discussions and decisions to ensure compliance with the Proprietary’s policies and rules;
 6. Liaise and advise the management company contact for the Committee (in this case, the Grounds and Facilities Manager);
 7. Record and issue meeting minutes;
 8. Keep the Board informed of Committee decisions and initiatives, present Committee recommendations to the Board, and request assistance from the Board as needed;
 9. Prepare an annual report to be presented at the Annual Meeting.
- C. Term. All Committee members shall serve a one (1) year term commencing upon election and/or appointment and ending when a new Committee is appointed in the following year.

- D. Resignation and/or Removal. The Board may remove any Committee member or the Chair at any time, with or without cause, upon written notice. Committee members may not remove members of the Committee without Board approval. The unexcused absence of a Committee member from three (3) consecutive regular meetings shall be deemed a resignation. The Board may disband or abolish the Committee at any time without cause.
- E. Vacancies. In the event of resignation, removal or death of a Committee member, the vacancy shall be filled by a volunteer approved by the Board, in accordance with Section II A above.

III. OPERATION

- A. Meetings. Regular meeting dates shall be established at the first meeting of the Committee. Committee meetings shall be held monthly. All meetings shall be publicized ahead of time in the COURIER and on the Proprietary's website; meetings shall be open to the full membership of the Proprietary, unless an Executive Session is convened.
 - 1. Committee members shall exhibit professional courtesy and respect to all other Committee members, the Directors and Officers of the Proprietary, the owners, managing agent, and staff and employees of the Proprietary.
 - 2. Committee members must maintain the confidentiality of any Proprietary information that may be of a sensitive or confidential nature, such as legal opinions and communications with counsel.
 - 3. Quorum. Any Committee meeting must have a quorum of active members present to conduct official committee business. For the purposes of this Committee, quorum is defined as *over one-half* of the current active membership. Specifically:
 - a. For a committee with an odd number of current members, take one-half of the number of current members and round it to the next whole number (e.g., a five-person committee needs three (3) members for quorum).
 - b. For a committee with an even number of current members, quorum is represented by one-half of the number of current members plus one (so a six-member committee needs four (4) members present for quorum).

B. Functions

1. Working with the Grounds and Facilities Manager, develop a maintenance program for swimming pools, basketball courts, tennis courts, par courses, tot lots, and the gazebo to meet the requirements and desires of the community, including guidelines and procedures to be followed by residents with service requests. Specifically, this should include the following:
 - a. Work with the Grounds and Facilities Manager to develop a comprehensive management plan for CountrySide’s amenities assets. Work with the Grounds and Facilities Manager and various contractors to develop specifications and standards for facilities maintenance.
2. Evaluate contractor bids, as procured by the Grounds and Facilities Manager, for Services to the CountrySide community, including Pool Management, building repairs, and other services as required; make recommendations on vendor selection to the Board of Directors. At all times, CountrySide rules and guidelines for contract procurement and administration must be followed.
3. Maintain/update Pool Rules and Regulations for each pool season.
4. Administer the “Zero Tolerance” policy for infractions of the Pool Rules, and adjudicate any issues, and make recommendations to the Board on suspension of amenities privileges, as appropriate.
5. Prepare budget recommendations relating to swimming pools, basketball courts, tennis courts, par courses, tot lots, and the gazebo.
6. Make recommendations to the Board with respect to improvements to existing recreational facilities.
7. Inspect the grounds at least yearly, obtain professional advice where appropriate, and make recommendations for repairs where necessary.
8. Review and comment on actions recommended to and by the Board which may tend to increase maintenance obligations or have an adverse impact upon the facilities.

9. Encourage and/or establish programs for volunteer activities which would provide enjoyment and education to residents and improve the quality of the facilities.
10. Serve as Liaison to the CountrySide swim team.
11. Oversee use of pools and the Parkway Meeting Room for rentals or use by non-profit organizations; maintain/update policies, procedures, and forms for use of the Meeting Room; manage volunteer activities offered in fee-waiver situations.
12. Advise the Board on any matter of community safety and security coming to the attention of the Committee that may require formal action by the Board.

C. Rules and Regulations

1. Ensure consistency of enforcement with respect to compliance with existing rules and regulations governing use of the recreational facilities.
2. Develop and/or recommend changes to existing rules.
3. Ensure publication and distribution of all rules to membership.

D. Reporting. The Chairperson shall prepare the following written reports: Meeting Minutes; Annual Report on Committee operations for publication in the Courier and on the website, and presentation at the Annual Meeting in December; recommendations and proposals for upcoming year.

ATTEST:

PRESIDENT: Penelope Francke

DATE:

SECRETARY: Kumar Sangaran

DATE:

**COUNTRYSIDE PROPRIETARY
RESOLUTION NO. 127
DRAFT Proposed Amendment Effective January 1, 2025
GROUNDS COMMITTEE**

WHEREAS, Article III, Section 3 of the Amended Declaration (“Declaration”) of the CountrySide Proprietary (“Proprietary”) grants the Board of Directors (“Board”) all powers for the conduct of the affairs of the Proprietary in accordance with the Governing Documents; and

WHEREAS, the Board recognizes that the proper preservation and enhancement of the physical environment in the community is essential to the maintenance and enhancement of property values; and

WHEREAS, the Board wishes to develop a program which will assist in protecting the safety and property of the Proprietary and its Members; and

WHEREAS, the Board wishes to establish a standing committee to advise and assist the Board in preserving and enhancing the grounds and in developing rules and regulations governing use and enjoyment of the grounds; and

WHEREAS, the Board had previously rescinded Administrative Resolution No. 74 and adopted Resolution No. 127, establishing a standing Grounds Committee;

NOW THEREFORE, BE IT SO RESOLVED THAT Administrative Resolution No. 127 be amended as of November 6, 2024 and effective January 1, 2025 with the following procedural guidelines in place:

I. RESPONSIBILITIES

- A. The responsibilities of the Grounds Committee are to advise and assist the Board in developing and administering an ongoing program to preserve and enhance landscaping, turf, townhouse streets, community trails and paths, common areas, the pond, parking lots, and townhouse parking areas, particularly the maintenance of and improvements to these areas, and to advise and assist the Board in developing rules and regulations for the use and enjoyment of these areas, including the parking areas.
- B. The Board has the complete discretion to determine the scope of responsibility of the Committee and this Charter is not intended to create any restrictions or limitations on the Board’s power to determine the jurisdiction or membership of the Committee.
- C. The Board reserves the right to direct the Committee to discontinue any action as the Board, in its sole discretion, may determine and the Committee is prohibited

from taking any action not delegated to it by this Charter or by a future resolution of the Board.

II. **ORGANIZATION AND ELIGIBILITY**

- A. **Membership.** Membership is constituted annually in accordance with the following criteria:
1. Committee candidates shall be members of the Proprietary in good standing. For purposes of this Resolution, “good standing” shall be defined as the absence of any liens, suspension of privileges, assessment delinquency in excess of thirty-days past due, architectural violations, or pending legal action with the Proprietary. The Board may, at its own discretion, consider other eligibility factors to ensure that the selected members will serve the best interests of the Proprietary.
 2. It is the intent that each Neighborhood be equally represented on the committee. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. Interested candidates should submit a written request for appointment including any personal or professional information which might assist in the appointment process; such requests for appointment should be submitted to the Grounds and Facilities Manager of the Proprietary’s management company, to be forwarded to the Board for approval to serve on the Committee.
 - a. In the event that a Neighborhood has no approved representative from that neighborhood, the Board may at its sole discretion appoint and approve a member to serve in such vacancy. The member need not be a resident of the Neighborhood in which the vacancy has occurred. This position will be considered as an alternate, with voting privileges. At any time, should a member from that Neighborhood be appointed or volunteer to serve on the committee, the alternate is required to relinquish the voting position.
 - b. There can be no more than two voting members from any Neighborhood on the Committee. Should there be two or more members from one Neighborhood appointed at the same time, the election of the voting member for that Neighborhood will be done via drawing one name from the names of those members of that Neighborhood.

- c. The Committee shall not exceed seven (7) voting members. The seven (7) votes represent one voting member from each of the Neighborhoods. The chairperson shall only vote in the case of a tie vote. Exception: If the Chair's neighborhood is unrepresented by a Committee member through a vacancy on the committee, the Chair may cast the vote for his/her Neighborhood. In the event that Neighborhood becomes represented by a new Committee member, the Chair will revert to only casting a vote to break a tie.
3. All Committee appointments are subject to approval by the Board. The Board may refuse to approve the appointment of any volunteer to any Committee, with or without cause.
4. Chairperson. Unless otherwise designated by the Board, the Chairperson of the Committee shall be a Director elected by the Board in its first regular meeting of each year. The duties of the Chairperson include but are not limited to the following:
 1. Develop annual meeting calendar;
 2. Assist in the development of meeting agendas;
 3. Preside over/chair Committee meetings;
 4. If unable to attend a Committee meeting, the chair will, at his/her sole discretion, designate a substitute Chair (from the Committee membership, the Management Company, another Board member, or other) for that meeting;
 5. Oversee and manage Committee discussions and decisions to ensure compliance with the Proprietary's policies and rules;
 6. Liaise and advise the management company contact for the Committee (in this case, the Grounds and Facilities Manager);
 7. Record and issue meeting minutes;
 8. Keep the Board informed of Committee decisions and initiatives, present Committee recommendations to the Board of Directors, and request assistance from the Board as needed;
 9. Prepare an annual report to be presented at the Annual Meeting.
- C. Term. All Committee members shall serve a one (1) year term commencing upon election and/or appointment and ending when a new committee is appointed in the following year.

- D. Resignation and/or Removal. The Board may remove any Committee member or the Chair at any time, with or without cause, upon written notice. Committee members may not remove members of the Committee without Board approval. The unexcused absence of a committee member from three (3) consecutive regular meetings shall be deemed a resignation. The Board may disband or abolish the Committee at any time without cause.
- E. Vacancies. In the event of resignation, removal or death of a Committee member, the vacancy shall be filled by a volunteer approved by the Board, in accordance with Section II A above.

III. OPERATION

- A. Meetings. Regular meeting dates shall be established at the first meeting of the Committee. Committee meetings shall be held monthly. All meetings shall be publicized ahead of time in the COURIER and on the Proprietary's website; meetings shall be open to the full membership of the Proprietary, unless an Executive Session is convened.
1. Committee members shall exhibit professional courtesy and respect to all other Committee members, the Directors and Officers of the Proprietary, the owners, managing agent, and staff and employees of the Proprietary.
 2. Committee members must maintain the confidentiality of any Proprietary information that may be of a sensitive or confidential nature, such as legal opinions and communications with counsel.
 3. Quorum. Any Committee meeting must have a quorum of active members present to conduct official committee business. For the purposes of this Committee, quorum is defined as *over one-half* of the current active membership. Specifically:
 - a. For a committee with an odd number of current members, take one-half of the number of current members and round it to the next whole number (e.g., a five-person committee needs three (3) members for quorum).
 - b. For a committee with an even number of current members, quorum is represented by one-half of the number of current members plus one (so a six-member committee needs four (4) members present for quorum).

B. Functions.

1. Working with the Grounds and Facilities Manager, develop a maintenance program for landscaping, turf, streets, trails, and paths, the pond, common areas, parking lots and townhouse parking areas, to meet the requirements and desires of the community; draft and recommend guidelines and procedures to be followed by residents with service requests, as follows:
 - a. Work with the Grounds and Facilities Manager to develop a comprehensive management plan for CountrySide's grounds and landscaping, townhouse streets, community trails and paths, the pond, common areas, parking lots, and townhouse parking areas. Work with the Grounds and Facilities Manager and various grounds maintenance contractors to develop specifications and standards for grounds maintenance
2. Evaluate contractor bids, as procured by the Grounds and Facilities Manager, for Services to the CountrySide community, including Trash Collection, Landscaping, Snow Removal, Asphalt and Trail Paving and Repairs, Tree Services, Pond Maintenance, and other services as required; make recommendations on vendor selection to the Board of Directors. At all times, CountrySide rules and guidelines for contract procurement and administration must be followed.
3. Prepare budget recommendations relating to landscaping, turf, streets and paths, including parking lots.
4. Make recommendations to the Board with respect to planting projects, other improvements to the existing landscaping plan, etc.
5. Inspect the grounds yearly, obtain professional advice where appropriate, and make recommendations for repairs where necessary.
6. Review and comment on actions recommended to and by the Board which may tend to increase maintenance obligations or have an adverse impact upon the environment.
7. Encourage and/or establish programs for volunteer activities which would provide enjoyment and education to residents and improve the quality of the environment.

8. Promote safety in the community, as follows:
 - a. Prepare recommended programs and procedures to maintain and improve safety and security of residents and of Proprietary grounds.
 - b. Identify hazards such as traffic hazards and defective storm drainage areas; recommend protective and corrective measures to the Board.
 - c. Advise the Board on any matter of community safety and security coming to the attention of the Committee that may require formal action by the Board.

9. Monitor community rules and regulations, as follows:
 - a. Ensure consistency of enforcement of existing rules and regulations governing use of the grounds and common areas.
 - b. Develop and/or recommend changes to existing rules, including parking rules.
 - c. Ensure publication and distribution of all rules to membership.

C. Reporting. The Chairperson shall prepare the following written reports: Meeting Minutes; Annual Report on Committee operations for publication in the Courier and on the website, and presentation at the Annual Meeting in December; recommendations and proposals for upcoming year.

ATTEST:

PRESIDENT: Penelope Francke

DATE:

SECRETARY: Kumar Sangaran

DATE:

**COUNTRYSIDE PROPRIETARY
RESOLUTION NO. 137
DRAFT PROPOSED AMENDMENTS EFFECTIVE JANUARY 1, 2025**

FINANCE COMMITTEE

WHEREAS, Article III, Section 3 of the Amended Declaration (“Declaration”) of the CountrySide Proprietary (“Proprietary”) grants the Board of Directors (“Board”) all powers for the conduct of the affairs of the Proprietary in accordance with the Governing Documents; and

WHEREAS, the Board recognizes that a program of sound asset management is essential to the financial viability of the Proprietary and to the protection of owner's equity; and

WHEREAS, the Board wishes to create a standing committee to provide assistance in the asset management of the Proprietary; and

NOW THEREFORE, BE IT RESOLVED THAT Administrative Resolution No. 137, which established a standing Finance Committee (“Committee”) shall be amended as of October 23, 2024 and effective January 1, 2025, and shall operate according to the following guidelines:

I. RESPONSIBILITIES

- A. The primary responsibility of the Finance Committee is to advise and assist the Board in planning and administering a program of asset management for the Proprietary.
- B. The Board has the complete discretion to determine the scope of responsibility of the Committee and this Charter is not intended to create any restrictions or limitations on the Board’s power to determine the jurisdiction or membership of the Committee.
- C. The Board reserves the right to direct the Committee to discontinue any action as the Board, in its sole discretion, may determine and the Committee is prohibited from taking any action not delegated to it by this Charter or by a future resolution of the Board.

II. ORGANIZATION AND ELIGIBILITY

- A. Membership. Membership is constituted annually in accordance with the following criteria:
 - 1. Committee candidates shall be members of the Proprietary in good standing. For purposes of this Resolution, “good standing” shall be defined as the absence of any liens, suspension of privileges, assessment

delinquency in excess of thirty-days past due, architectural violations, or pending legal action with the Proprietary. The Board may, at its own discretion, consider other eligibility factors to ensure that the selected members will serve the best interests of the Proprietary.

2. It is the intent that each Neighborhood be equally represented on the Committee. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. Interested candidates should submit a written request for appointment including any personal or professional information which might assist in the appointment process; such requests for appointment should be submitted to the Community Manager of the Proprietary's management company, to be forwarded to the Board for approval to serve on the Committee.
 - a. In the event that a Neighborhood has no approved representative from that neighborhood, the Board may at its sole discretion appoint a member to serve in such vacancy. The member need not be a resident of the Neighborhood in which the vacancy has occurred. This position will be considered as an alternate, with voting privileges. At any time, should a member from that Neighborhood be appointed or volunteer to serve on the committee, the alternate is required to relinquish the voting position.
 - b. There can be no more than two voting members from any Neighborhood on the Committee. Should there be two or more members from one Neighborhood appointed at the same time, the election of the voting member for that Neighborhood will be done via drawing one name from the names of those members of that Neighborhood.
 - c. The Committee shall not exceed seven (7) voting members. The seven (7) votes represent one voting member from each of the Neighborhoods. The Chairperson shall only vote in the case of a tie vote. Exception: If the Chair's neighborhood is unrepresented by a committee member through a vacancy on the Committee, the Chair may cast the vote for his/her Neighborhood. In the event that Neighborhood becomes represented by a new Committee member, the Chair will revert to only casting a vote to break a tie.

3. All Committee appointments are subject to approval by the Board. The Board may refuse to approve the appointment of any volunteer to any Committee, with or without cause.
- B. Chairperson. Unless otherwise designated by the Board, the Chairperson of the Committee shall be the Treasurer of CountrySide Proprietary, as elected by the Board in its first regular meeting of each year. The Treasurer shall have overall responsibility for the operations of the Finance Committee; duties of the chairperson include but are not limited to the following:
1. Develop annual meeting calendar;
 2. Assist in the development of meeting agendas;
 3. Preside over/chair Committee meetings;
 4. If unable to attend a Committee meeting, the chair will, at his/her sole discretion, designate a substitute chair (from the Committee membership, the Management Company, another Board member, or other) for that meeting;
 5. Oversee and manage Committee discussions and decisions to ensure compliance with the Proprietary's policies and rules;
 6. Liaise and advise the management company contact for the Committee (in this case, the Community Manager);
 7. Record and issue meeting minutes;
 8. Keep the Board informed of Committee decisions and initiatives, present Committee recommendations to the Board, and request assistance from the Board as needed;
 9. Prepare an Annual Report to be presented at the Annual Meeting;
 10. Preside over and manage annual budget meetings to develop the proposed Operating and Reserve budgets for the following fiscal year.
- C. Term. All Committee members shall serve a one (1) year term commencing upon election and/or appointment and ending when a new Committee is appointed in the following year.

- D. Resignation and/or Removal. The Board may remove any Committee member or the Chair at any time, with or without cause, upon written notice. Committee members may not remove members of the Committee without Board approval. The unexcused absence of a committee member from three (3) consecutive regular meetings shall be deemed a resignation. The Board may disband or abolish the Committee at any time without cause.
- E. Vacancies. In the event of resignation, removal or death of a committee member, the vacancy shall be filled by a volunteer approved by the Board of Directors, in accordance with Section II A above.

III. OPERATION

- A. Meetings. Regular meeting dates shall be established at the first meeting of the committee. Committee meetings shall be held monthly. All meetings shall be publicized ahead of time in the COURIER and on the Proprietary's website; meetings shall be open to the full membership of the Proprietary, unless an Executive Session is convened.
 - 1. Committee members shall exhibit professional courtesy and respect to all other Committee members, the Directors and Officers of the Proprietary, the owners, managing agent, and staff and employees of the Proprietary.
 - 2. Committee members must maintain the confidentiality of any Proprietary information that may be of a sensitive or confidential nature, such as legal opinions and communications with counsel.
 - 3. Quorum. Any Committee meeting must have a quorum of active members present to conduct official committee business. For the purposes of this Committee, quorum is defined as *over one-half* of the current active membership. Specifically:
 - a. For a committee with an odd number of current members, take one-half of the number of current members and round it to the next whole number (e.g., a five-person committee needs three (3) members for quorum).
 - b. For a committee with an even number of current members, quorum is represented by one-half of the number of current members plus one (so a six-member committee needs four (4) members present for quorum).

- B. Functions. The functions of the Finance Committee shall include, but not be limited to, the following:
1. Assist the Board and management with development of the annual budget, including a replacement reserve schedule.
 2. Review and evaluate all financial statements and submit written recommendations to the Board.
 3. Develop short and long-term investment plans to maximize the safety of the Proprietary's funds and to earn a reasonable amount of income on investments; advise the Board on short-term and long-term investments of Proprietary funds, consistent with the Governing Documents.
 4. Develop recommended policies and procedures governing fiscal affairs of the Proprietary.
 5. Monitor all income and disbursements against the annual budget to ensure proper cash management.
 6. Assist other committees in preparing budget requests.
 7. As requested by the Board, assist the Board in explaining the annual budget to the general membership.
 8. Conduct hearings at the Board's request.
 9. Perform any other functions as may be directed or approved by the Board.
- C. Reporting. The Chairperson shall prepare the following written reports: Meeting Minutes; Annual Report on Committee operations for publication in the Courier and on the website, and presentation at the Annual Meeting in December; Budget recommendations and proposals for upcoming year.

ATTEST:

PRESIDENT: Penelope Francke

DATE:

SECRETARY: Kumar Sangaran

DATE:

**COUNTRYSIDE PROPRIETARY
RESOLUTION NO. 232
AS AMENDED Effective January 1, 2025
NEIGHBORHOOD ADVISORY COUNCIL**

WHEREAS, Article III, Section 3 of the Amended Declaration (“Declaration” of the CountrySide Proprietary (“Proprietary”) grants the Board (“Board”) all powers for the conduct of the affairs of the Proprietary in accordance with the Governing Documents; and

WHEREAS, Article III, Section 3(c) (7) of the Declaration of the Proprietary charges the Board with enforcing the Governing Documents of the Proprietary; and

WHEREAS, Article VIII, Section 2(d)(3) of the ByLaws authorizes the Board of Directors (“Board”) to provide for the election of a Neighborhood Advisory Council (“NAC”) to assist and advise the Board on those matters specifically related to their respective neighborhood; and

WHEREAS, the Board had determined that it is necessary to establish said Council for any Neighborhood section of CountrySide in which there are a minimum of one hundred (100) members; and

WHEREAS, the Board had previously rescinded Administrative Resolution No. 166 and adopted Resolution No. 232.

NOW THEREFORE, BE IT RESOLVED THAT Administrative Resolution No. 232 be amended as of October 23, 2024, and effective January 1, 2025, with the following procedural guidelines in place:

I. RESPONSIBILITIES

- A. The primary responsibilities of the NAC are to advise and assist the Board on matters pertaining to each particular neighborhood and to the CountrySide community overall, to provide the Board with recommendations on architectural and policy guidelines, and to provide input on the relative importance (rankings) and desirability of resident- submitted budget requests. The NAC’s primary activity is the review and evaluation of resident architectural change applications. This activity occurs monthly.
- B. The Board has the complete discretion to determine the scope of responsibility of the Committee and this Charter is not intended to create any restrictions or limitations on the Board’s power to determine the jurisdiction or membership of the Committee.
- C. The Board reserves the right to direct the Committee to discontinue any action as the Board, in its sole discretion, may determine and the Committee is prohibited

from taking any action not delegated to it by this Charter or by a future resolution of the Board.

II. ORGANIZATION AND ELIGIBILITY

- A. Membership. Membership is constituted annually in accordance with the following criteria:
1. NAC candidates shall be members of the Proprietary in good standing. For purposes of this Resolution, “good standing” shall be defined as the absence of any liens, suspension of privileges, assessment delinquency in excess of thirty-days past due, architectural violations, or pending legal action with the Proprietary. The Board may, at its own discretion, consider other eligibility factors to ensure that the selected members will serve the best interests of the Proprietary.
 2. It is the intent that each Neighborhood be equally represented on the NAC, with up to five (5) representatives from each neighborhood. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. Interested candidates should submit a written request for appointment including any personal or professional information which might assist in the appointment process; such requests for appointment should be submitted to the Community Manager of the Proprietary’s management company, to be forwarded to the Board for approval to serve on the NAC.
 3. Members of the NAC shall not simultaneously serve as voting members of either the DRC or the Board during their term on the NAC, except that NAC members may, from time to time, serve as alternates to the DRC for their neighborhood provided that they abstain from voting on applications from their neighborhood when serving in the capacity of DRC alternate. NAC members will only be asked to serve as DRC alternates if no other appointed DRC alternate is available.
 4. If there are more than five (5) candidates for a neighborhood’s NAC, the Board will determine, in its sole discretion, which five (5) candidates will be appointed to serve.
 5. All NAC appointees will be required to attend legal training, either in person or by watching a recorded presentation, to ensure that architectural applications and other decisions are compliant with applicable local laws

and regulations, and are consistent with CountrySide's Governing Documents, Resolutions, and guidelines.

6. All NAC appointments are subject to approval by the Board. The Board may refuse to approve the appointment of any volunteer to the NAC, with or without cause.

B. NAC Liaison. Unless otherwise designated by the Board, the NAC Liaison for the NAC shall be appointed by the Board in its first regular meeting of each year. The duties of the NAC Liaison include but are not limited to the following:

1. Liaise and advise the management company contact for the Neighborhood Advisory Council (in this case, the Design Review Coordinator);
2. Assist the Design Review Coordinator as needed in the development of meeting agendas and an annual meeting calendar;
3. Preside over/chair consolidated/combined/joint NAC meetings (i.e., all neighborhoods meeting together);
4. Oversee and manage NAC discussions and decisions to ensure compliance with the Proprietary's policies and rules;
5. Keep the Board informed of NAC decisions and initiatives, present NAC recommendations to the Board, and request assistance from the Board as needed;
6. Prepare an annual report to be presented at the Annual Meeting.

C. Election of Officers. Each NAC shall, at its first regular meeting, elect a chairperson, whose responsibilities are described below:

1. Chairperson. The principal duties of the neighborhood chairperson are as follows:
 - a. Ensure that adequate notice of meetings is given members;
 - b. Ensure review of meeting packages by NAC members;
 - c. Preside at individual neighborhood meetings;
 - d. Apprise the NAC Liaison, DRC and Board of pertinent design review issues, as well as each Neighborhood concerns and/or actions;

- e. Ensure open communication lines between all parties involved and/or affected by the design review process within the Council's Neighborhood.
 - f. Prepare and/or ensure the preparation of all Council reports for his/her neighborhood.
- D. Term. All NAC members shall serve a one (1) year term commencing upon election and/or appointment and ending when a new committee/council is appointed in the following year.
- E. Resignation and/or Removal. The Board may remove any NAC member or the Liaison at any time, with or without cause, upon written notice. NAC members may not remove members of the Committee without Board approval. The unexcused absence of a committee member from three (3) consecutive regular meetings shall be deemed a resignation.
- F. Vacancies. In the event of resignation, removal or death of a committee member, the vacancy shall be filled by a volunteer approved by the Board, in accordance with Section II A above.

III. OPERATION

- A. Meetings. Regular meeting dates shall be established at the first meeting of the Council. Meetings shall be held monthly during the same week of each month as designated on the published annual calendar. All meetings shall be publicized ahead of time in the COURIER and on the Proprietary's website; meetings shall be open to the full membership of the Proprietary, unless an Executive Session is convened, or unless the Chair, at his/her own discretion, may require that such general membership may be excused during Council voting actions involving architectural applications.
 - 1. Committee members shall exhibit professional courtesy and respect to all other Committee members, the Directors and Officers of the Proprietary, the owners, managing agent, and staff and employees of the Proprietary.
 - 2. Committee members must maintain the confidentiality of any Proprietary information that may be of a sensitive or confidential nature, such as legal opinions and communications with counsel.
 - 3. Quorum. Any Committee meeting must have a quorum of active members present to conduct official committee business. The total number of members of the council shall not exceed five (5). Once a meeting is

convened, the affirmative vote of a majority of the members present is required in order to adopt or promulgate any rule or regulation or to make any finding, determination, ruling or order, or to issue any permit, consent, authorization, approval or the like. For the purposes of this Committee/Council, a meeting quorum can consist of one member of a neighborhood. A member from one NAC may be selected to act as an alternate to represent a NAC that has not established a quorum or has no representatives present.

4. Combined /Joint NAC meeting. A consolidated meeting of the Neighborhood Advisory Councils will meet to present information and provide guidance of general interest to all seven neighborhoods of CountrySide, surface community issues, propose solutions and offer recommendations to other appropriate committee(s) for review and approval or disapproval by the CountrySide Board.

IV. FUNCTIONS

- A. Architectural Review. The NAC shall act as the appointed designate on behalf of the Design Review Committee (DRC) with regard to all application review actions required to be taken by the DRC in a respective Neighborhood, in accordance with the following parameters:

1. Review Policy

- a. Design review applications shall be routed to the applicant's appropriate NAC by the DRC Coordinator.
- b. The NAC, in exercising its review authority, shall at all times be subject to the same rules and regulations governing review criteria and procedures as is the DRC. To promote consistency and uniform enforcement throughout CountrySide, only those Architectural applications which meet the approved Community Guidelines may be approved by NAC or DRC.
- c. If the NAC believes an application which falls outside approved guidelines has merit and deserves further consideration, the NAC may recommend that an exception to the guidelines be made. However, such exceptions can **only** be granted by the Board.

2. Rulings
 - a. The NAC must submit to the DRC, and/or its administrative designate, a complete record of any and all design review rulings and/or actions within seventy-two (72) hours after such action is taken. Failure to comply shall result in waiver of the NAC's right of review.(Refer to Article VI, Section 3 of the Declaration)
 - b. The DRC retains the right to rescind approvals granted by the NAC provided such rescinding action is taken within fifteen (15) days after said approval was reported to the DRC, and/or its administrative designate, by the NAC. The date reported shall be defined as the date of the NAC meeting.
 - c. No decision by the NAC of a design review nature shall be considered final until the expiration of fifteen (15) days from the date the decision was first reported to the DRC, which shall be defined as the date of the NAC meeting.
3. Reporting and Channels of Communication. The Council shall exchange reports on a regular basis with the DRC. Such reports shall include at least the following:
 - a. summary of activities during the past month;
 - b. problems encountered, if any, and assistance requested, if any;
 - c. plans for upcoming months; and
 - d. recommendations or proposals, if any, with supporting rationale.
4. Standards, Guidelines and Legal Documents. NAC members should have a thorough working knowledge of DRC-adopted standards and guidelines, as well as the Proprietary's Governing Documents as they pertain to architectural review and enforcement. See also Section II A 2(c), above, for legal training requirements. Applications which would require an exception to current standards and guidelines should only be considered in extreme circumstances (e.g., for health or safety concerns), referred to the Board.
5. Reporting of Annual Neighborhood Inspections. Please refer to Resolution #278- Annual Property Inspection Procedures.

- 6. Planning and Development. NACs are encouraged to develop and recommend standards and goals for architectural design review and/or activities or programs to further enhance the appearance of the community.

V. **REPORTING**

Each NAC and its members are responsible for the preparation of the following reports:

- A. Monthly architectural application rulings;
- B. Minutes of meetings;
- C. Annual neighborhood budget recommendations.

ATTEST:

PRESIDENT: Penelope Francke

DATE:

SECRETARY: Kumar Sangaran

DATE:

**COUNTRYSIDE PROPRIETARY
AMENDED AND RESTATED RESOLUTION NO. 260
DRAFT PROPOSED AMENDMENT EFFECTIVE JANUARY 1, 2025**

HORSEPEN RUN COMMITTEE

WHEREAS, Article III, Section 3 of the Amended Declaration (“Declaration”) of the CountrySide Proprietary (“Proprietary”) grants the Board of Directors (“Board”) all powers for the conduct of the affairs of the Proprietary in accordance with the Governing Documents; and

WHEREAS, the Board wishes to maintain and enhance all common areas, including the approximately 370 acres of common area known as Horsepen Run, for the enjoyment of Proprietary’s members; and;

NOW, THEREFORE, BE IT RESOLVED THAT Resolution 260, which established a standing Horsepen Run Committee (“Committee”), be amended as of October 23, 2024 and effective January 1, 2025:

I. RESPONSIBILITIES

- A. The responsibilities of the Horsepen Run Committee are to advise and to assist the Board in developing and administering an ongoing program to preserve and enhance the 370 acres of common area known as Horsepen Run, particularly in regard to the maintenance of and improvements to these areas, and to advise and assist the Board in developing rules and regulations for the use and enjoyment of these areas. More specifically, the Horsepen Run Committee members are the stewards of this nature preserve, and should be responsible for the following:
1. History. Committee members shall familiarize and educate themselves regarding the work done previously by the original Ad Hoc Horsepen Run Committee chartered by the CountrySide Board in 1993. Specifically, review the Horsepen Run study completed in 1994 and the results of the CountrySide residents’ survey conducted in 1995.
 2. Protection. Protect and preserve Horsepen Run as an open space land through conservation for the scenic and wildlife habitat value. Investigate existing trails in Horsepen Run and their impact on the following:
 - a. Scenic and wildlife habitats - especially endangered species of wildlife and plants indigenous to Horsepen Run that may require isolation from public interference;
 - b. Historically significant sites that may require respectful isolation from public view;

- c. Isolation from versus connectivity with Algonkian Regional Park and the Potomac Heritage National Scenic Trail (PHNST);
 - d. The 100-year flood plain, wetlands and overall environment.
3. Enforcement. Assist the Board and the Proprietary to enforce CountrySide policy, rules and regulations affecting Horsepen Run and to assist the Board in prosecuting violators of Horsepen Run rules and guidelines who commit activities such as defacement, use or establishment of unapproved trails, or other activities prohibited within Horsepen Run. Horsepen Run is private property for use by CountrySide residents and their guests. The following activities and items are not permitted on Horsepen Run: motorized vehicles, horses, hunting, firearms or other weapons, camping, fires, or alcohol.
4. Liaison. Work with and advise Loudoun County Parks Recreation and Community Services (PRCS) to implement the vision of a braided, linear PHNST system along the Potomac River within the HPR trail easement. Hold true to the concept of low impact development (primitive hiking trail) within view of the Potomac River and along the Potomac River corridor.
5. Planning. Formulate and draft proposals for a:
 - a. Master Trail Plan that maps current and future development of recreational facilities such as: foot and bike paths and scenic views within Horsepen Run.
 - b. Land Management and Maintenance Plan for plant & wildlife, endangered species, any historically significant sites, etc. within Horsepen Run.
 - c. Cost analysis for annual budget preparation associated with both the Master Trail Plan and the Land Management and Maintenance Plan and the establishment of recreational amenities for Horsepen Run on a staged basis if necessary.
6. External Policies. Committee members must familiarize themselves with all CountrySide policies, rules and regulations concerning common areas with special attention to those affecting Horsepen Run, plus Loudoun County, Commonwealth of Virginia, and National Park Service policies,

rules and regulations that impact CountrySide with respect to Horsepen Run. Advise the Board of issues or conflicts.

7. Internal Policies. Develop rules and regulations governing the use of the Horsepen Run area and its facilities as needed. In the event that Horsepen Run's status as a nature preserve is dissolved or revoked, give consideration to the longevity of plans and proposals to include turning over responsibilities to various standing committees; such as, NAC, CRC, Grounds and Facilities, and be prepared to coordinate with those committees as required.
 8. Personnel Impact. Any recommendations to the Board should minimize impact to the Proprietary's management company and give due consideration to their capabilities to maintain HPR.
 9. Guidance. Take such other action as the Board may need or require.
- B. The Board has the complete discretion to determine the scope of responsibility of the Committee and this Charter is not intended to create any restrictions or limitations on the Board's power to determine the jurisdiction or membership of the Committee.
- C. The Board reserves the right to direct the Committee to discontinue any action as the Board, in its sole discretion, may determine and the Committee is prohibited from taking any action not delegated to it by this Charter or by a future resolution of the Board.

II. ORGANIZATION AND ELIGIBILITY

- A. Membership. Membership is constituted annually in accordance with the following criteria:
1. Committee candidates shall be members of the Proprietary in good standing. For purposes of this Resolution, "good standing" shall be defined as the absence of any liens, suspension of privileges, assessment delinquency in excess of thirty-days past due, architectural violations, or pending legal action with the Proprietary. The Board may, at its own discretion, consider other eligibility factors to ensure that the selected members will serve the best interests of the Proprietary.

2. It is the intent that each Neighborhood be equally represented on the committee. Recruitment of candidates may be done through the newsletter, word of mouth, announcement at the Annual Meeting, or by any other means deemed appropriate by the Board. Interested candidates should submit a written request for appointment including any personal or professional information which might assist in the appointment process; such requests for appointment should be submitted to the Community Manager of the Proprietary's management company, to be forwarded to the Board for approval to serve on the Committee.
 - a. In the event that a Neighborhood has no approved representative from that Neighborhood, the Board may at its sole discretion appoint a member to serve in such vacancy. The member need not be a resident of the Neighborhood in which the vacancy has occurred. This position will be considered as an alternate, with voting privileges. At any time, should a member from that Neighborhood be appointed or volunteer to serve on the committee, the alternate is required to relinquish the voting position.
 - b. There can be no more than two voting members from any Neighborhood on the Committee. Should there be two or more members from one Neighborhood appointed at the same time, the election of the voting member for that Neighborhood will be done via drawing one name from the names of those members of that Neighborhood.
 - c. The Committee shall not exceed seven (7) voting members. The seven (7) votes represent one voting member from each of the Neighborhoods. The chairperson shall only vote in the case of a tie vote. Exception: If the Chair's Neighborhood is unrepresented by a Committee member through a vacancy on the Committee, the Chair may cast the vote for his/her Neighborhood. In the event that Neighborhood becomes represented by a new Committee member, the Chair will revert to only casting a vote to break a tie.
3. All Committee appointments are subject to approval by the Board. The Board may refuse to approve the appointment of any volunteer to any Committee, with or without cause.

- B. Chairperson. Unless otherwise designated by the Board, the Chairperson of the Committee shall be a Director elected by the Board in its first regular meeting of each year. The duties of the Chairperson include but are not limited to the following:
1. Develop annual meeting calendar;
 2. Assist in the development of meeting agendas;
 3. Preside over/chair Committee meetings;
 4. If unable to attend a Committee meeting, the chair will, at his/her sole discretion, designate a substitute chair (from the Committee membership, the Management Company, another Board member, or other) for that meeting;
 5. Oversee and manage Committee discussions and decisions to ensure compliance with the Proprietary's policies and rules;
 6. Liaise and advise the management company contact for the Committee (in this case, the Community Manager);
 7. Record and issue Meeting Minutes;
 8. Keep the Board of Directors informed of Committee decisions and initiatives, present Committee recommendations to the Board of Directors, and request assistance from the Board as needed;
 9. Prepare an Annual Report to be presented at the Annual Meeting.
- C. Term. All Committee members shall serve a one (1) year term commencing upon election and/or appointment and ending when a new Committee is appointed in the following year.
- D. Resignation and/or Removal. The Board may remove any Committee member or the Chair at any time, with or without cause, upon written notice. Committee members may not remove members of the Committee without Board approval. The unexcused absence of a Committee member from three (3) consecutive regular meetings shall be deemed a resignation. The Board may disband or abolish the Committee at any time without cause.

- E. Vacancies. In the event of resignation, removal or death of a Committee member, the vacancy shall be filled by a volunteer approved by the Board, in accordance with Section II A above.

III. OPERATION

- A. Meetings. Regular meeting dates shall be established at the first meeting of the Committee. Committee meetings shall be held monthly. All meetings shall be publicized ahead of time in the COURIER and on the Proprietary's website; meetings shall be open to the full membership of the Proprietary, unless an Executive Session is convened.
1. Committee members shall exhibit professional courtesy and respect to all other Committee members, the Directors and Officers of the Proprietary, the owners, managing agent, and staff and employees of the Proprietary.
 2. Committee members must maintain the confidentiality of any Proprietary information that may be of a sensitive or confidential nature, such as legal opinions and communications with counsel.
 3. Quorum. Any Committee meeting must have a quorum of active members present to conduct official committee business. For the purposes of this Committee, quorum is defined as *over one-half* of the current active membership. Specifically:
 - a. For a committee with an odd number of current members, take one-half of the number of current members and round it to the next whole number (e.g., a five-person committee needs three (3) members for quorum).
 - b. For a committee with an even number of current members, quorum is represented by one-half of the number of current members plus one (so a six-member committee needs four (4) members present for quorum).

B. Functions: The functions of the HPR Committee shall include, but not be limited to, the following:

1. Survey and map all existing trails along with identified boundaries.
2. Determine the most optimal route and make recommendations to the Board regarding CountrySide's involvement with and administration of the PHNST to:
 - a. minimize public encroachment into Horsepen Run.
 - b. minimize liability to CountrySide residents.
 - c. maximize benefit to CountrySide residents.
 - d. maximize safety to all users of the PHNST.
 - e. identify the type of bridge (materials and construction) to recommend to Loudoun County PRCS via the Board, keeping in mind that the bridge must satisfy Army Corps of Engineers requirements for the 100-year floodplain.
 - f. make recommendations to Loudoun County and the National Park Service via the Board, regarding courses of action to effect an easement across the Askegren property along the western boundary of Horsepen Run.
3. Create a multi-use Master Trail Plan that will constitute guidance to future CountrySide Boards and standing committees, and that enables residents the opportunity to exercise and recreate in a natural setting while at the same time minimizing adverse impact to Horsepen Run.
4. Establish liaison roles, with Board cognizance and guidance, with:
 - a. Loudoun County (e.g., Parks, Recreation, and Community Services) and its advisory board.

- b. Loudoun County Algonkian District Supervisor.
 - c. Potomac Heritage Trail Association in order to protect CountrySide interests in the Horsepen Run area.
 - d. Algonkian Regional Park authorities.
 - e. Northern Virginia Regional Park authorities.
 - f. Various trail-friendly organizations that may have interests in the Potomac Heritage National Scenic Trail, especially with respect to its establishment through Horsepen Run
- 5. Create a plan to extend our outreach to community organizations (e.g., Scouting, hiking groups, etc.) to assist CountrySide in the enhancement, maintenance, and preservation of the natural beauty of Horsepen Run.
 - 6. Work with Loudoun County on creating a plan to establish a trail patrol program of volunteers to monitor and report prohibited activities (e.g., open fires, hunting, vagrancy, cutting, etc.) that are not allowed on the PHNST.
 - 7. Charter a “CountrySide Friends of Horsepen Run” organization consisting of CountrySide residents, who are interested in promoting the goals and policies of CountrySide Proprietary in the preservation and resident enjoyment of Horsepen Run. They would also constitute the spirit of a Neighborhood Watch program to assist with regular reporting and patrolling for illegal activities in Horsepen Run.

C. Rules and Regulations

- 1. Ensure consistency of enforcement with respect to compliance with existing rules and regulations governing use of the recreational facilities.
- 2. Develop and/or recommend changes to existing rules.
- 3. Ensure publication and distribution of all rules to membership.

- D. Reporting. The Chairperson shall prepare the following written reports: Meeting Minutes; Annual Report on Committee operations for publication in the Courier and on the website, and presentation at the Annual Meeting in December; recommendations and proposals for upcoming year.

Book of Minutes:
ATTEST:

PRESIDENT: Penelope Francke

DATE:

SECRETARY: Kumar Sangaran

DATE:



Now is a good time to plan your next exciting chapter..
Thinking about trading the lawnmower for leisure & adventure?



As a homeowner, you've invested your heartfelt time and resources into maintaining your home, however, now you're ready to "right size" and gain **more time for family and activities you enjoy**. But while trading chores for adventures sounds idyllic, sorting sentimental items, decluttering, and preparing your home to sell can seem daunting.

But here's great news: with the right expert support, excellent resources, and step-by-step guidance, you can turn what can often feel like an intimidating experience into excitement and maybe even a little fun. **That's where I come in!**



You've got this. When you work with me, I make it a point to ensure that you are fully supported throughout your entire home sale. From start to finish, I'll be by your side along with a suite of comprehensive resources and a reliable network ready and available to efficiently coordinate your move. As your real estate advisor, I'm your champion. In negotiations, I'll leverage my market expertise to unlock every dollar of your home's equity.

Reach out to MaryAnne Carbone for Your Initial Consultation → 571-334-7966.

We'll briefly cover your goals and discuss a strategic plan to get you there.

MaryAnne Carbone, Baugh & Willson Team of Long & Foster Real Estate
Top 1% Real Estate Agents Nationwide 1355 Beverly Rd., Mclean, VA 22101
website: MaryAnneCarbone.com email: MaryAnne.Carbone@LNF.com

BAUGH & WILLSON
HOME IS WHERE YOUR STORY BEGINS

Horsepen Run Pollinator Habitat Update

Submitted by Annabelle Markey and Alys Jarvela

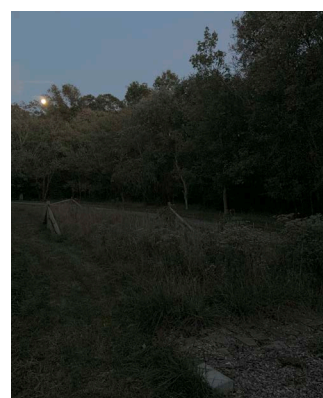


On Tuesday, October 15, 6 adults and 2 young helpers gathered to pull Callery (Bradford) Pear, Wavyleaf Basketgrass, Japanese Stiltgrass, and other introduced (non-native) plants in the Horsepen Run Pollinator Habitat and Meadow. We've seen Black-eyed Susans, Asters, and Late Boneset thriving in the Meadow and, after some drought and deer struggles, the plants planted in the Pollinator Habitat have established themselves, hosting monarchs and other

pollinators. Even as we weeded and prepped for fall/winter, we were looking forward to seeing what will blossom and flourish in the spring.



If you're interested in helping with the Pollinator Habitat and Meadow, please contact Alys Jarvela (veniecealys@gmail.com) for more information. In March 2025, we will also begin pulling invasive Garlic Mustard along the Potomac River to allow spring ephemerals (wildflowers) to reestablish themselves once more - save the date! For more information on invasive removal, contact Annabelle Markey (abanellester@gmail.com). Thank you for all your help and support!



CountrySide 2024 Events

Event	Date	Time	Location
Spring Clean Up	April 27	9 AM - 12 PM	CountrySide
Spring Yard Sale	May 4	8 AM	CountrySide
Spring Shred & Paint Recycle	May 18	9 AM - 12 PM	Parkway Parking Lot
Concert	June 8	6 - 8 PM	Parkway
Family Fun Night	August 10	5 - 8 PM	Parkway
Fall Shred & Paint Recycle	September 14	9 AM - 12 PM	Parkway Parking Lot
Fall Yard Sale	September 21	8 AM	CountrySide
Fall Fest	October 5	12 - 4 PM	Parkway
Winter Celebration	December 7	1 - 3 PM	Parkway Meeting Room



Your Home Deserves **AN EXPERT**

I'M JULIE BOWMAN
YOUR COUNTRYSIDE AGENT



Let's chat soon!

My proven process and neighborhood expertise makes all the difference. I believe in going above and beyond to provide top-tier service and an exceptional client experience.

TRUSTED - RESPECTED - RECOMMENDED
20 YEAR COUNTRYSIDE RESIDENT

It's never too early to receive guidance and support.
Reach out today.

What My Clients Think:

"Julie is hands-down AMAZING! She goes above and beyond to help her clients every step of the way. Selling our home was a breeze thanks to her!" - Alison & Craig

*"Julie is outstanding! She really knows her stuff, so we were able to totally trust her expertise on the market. We would recommend Julie to anyone in a heartbeat".
-Jenny and Jordan*

*"We couldn't be happier with our experience having Julie help with the sale of our home. She was professional, knowledgeable, and honest."
-Darlene and Brian*

Julie Bowman

📞 703.434.9027

✉️ Julie@NOVAHomeMarket.com

🌐 NOVAHomeMarket.com



92 Thomas Johnson Dr., Suite 170
Frederick, MD 21702
301-694-6900 - 1-800-336-8009
Fax: 301-694-9514

Chief Executive Officer Edward D. Thomas
President Rose G. Thomas

COUNTRYSIDE PROPRIETARY STAFF
703-430-0715

COMMUNITY MANAGER:
Catherine Neelley
catherineen.cside@pmpbiz.com

GROUNDS AND FACILITIES MANAGER:
Tim Pope
timjp.cside@pmpbiz.com

DESIGN REVIEW COORDINATOR:
Al Pham
alpp.cside@pmpbiz.com

COMMUNITY RELATIONS COORDINATOR:
Maddy Thring
maddyjt.cside@pmpbiz.com

ADMINISTRATIVE ASSISTANTS:
Alicia McKenna-Graves
aliciam.cside@pmpbiz.com

Shawanda Howell
shawandah.cside@pmpbiz.com

MAINTENANCE/LAND SERVICES:
Carlos Ramirez
Bryan Neal

THE VILLAS AT COUNTRYSIDE:

National Realty Partners, 365 Herndon Parkway,
Suite 106, Herndon, VA 20170. Villas Office

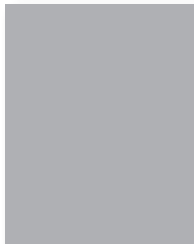
If you have any questions or concerns regarding Villas property, condo fees, trash information, or Villas community issues, contact Karen Conoy, Villas Property Manager at kconoy@nrpartnerllc.com. For questions about Amenities and CountrySide Assessments, contact the Proprietary Office.

FOR VILLAS AFTER HOURS EMERGENCIES:
703-476-3639 for "life or property threatening situations ONLY." Note: CountrySide Proprietary cannot respond to these calls.

Board of Directors



BELMONT:
Ed McGee
Belmont@countyside-va.org



FOXFIELD:
Vacant
Foxfield@countyside-va.org



MORVEN:
Roddy Dean
Morven@countyside-va.org
Treasurer



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President



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Fredrik Wallin
Welbourne@countyside-va.org

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703-433-9330 // barakatortho.com
45745 Nokes Blvd. Suite 175, Sterling, VA 20166





NEIGHBORHOOD SERVICES

SERVICE	NAME	PHONE
Babysitting/Pet Care	Mateo Mitchell available evenings & weekends	571-334-2580
Pet Care	Nolan Mitchell available evenings & weekends	202-365-8471
Babysitting/Pet Care	Lacie Martin available weekends	703-939-4681
Babysitting/Pet Care	Arianna Martin available weekends	703-939-4596
Townhouse Mowing	Zack Daughtry Mow No Mo	571-277-6820
Pet Care	Julianne McNulty available during the day	703-203-9825
Pet Care	Kaley McQuinn available all day	703-282-1693
Babysitting/Pet Care	Arielle Keating available evenings	719-394-6856

Neighborhood Services

Do you babysit on the weekends? Walk your neighbor's dog every evening? When summer rolls around, are you mowing lawns for extra money?

Let your neighbors know!

Get added to the Neighborhood Services list in CountrySide Courier.

For information: maddyjt.cside@pmpbiz.com

The Proprietary, its members, and the Board of Directors do not recommend or endorse any person on this list. If you or your child would like to register to be on the services list, please email reception at maddyjt.cside@pmpbiz.com to get a copy of the registration form.

2024 COURIER ADVERTISING

FOR MORE INFORMATION:

phone: 703-430-0715
email: maddyjt.cside@pmpbiz.com

RATES PER ISSUE FOR RESIDENTS

Full Page	7-3/4" wide x 9-3/4" tall	\$20.00
Half Vertical	3-3/4" wide x 9-3/4" tall	\$10.00
Half Horizontal	7-3/4" wide x 4-3/3" tall	\$10.00
Quarter Page	3-3/4" wide x 4-3/4" tall	\$5.00

RATES PER ISSUE FOR NON RESIDENTS

Full Page	7-3/4" wide x 9-3/4" tall	\$25.00
Half Vertical	3-3/4" wide x 9-3/4" tall	\$15.00
Half Horizontal	7-3/4" wide x 4-3/3" tall	\$15.00
Quarter Page	3-3/4" wide x 4-3/4" tall	\$10.00



The CountrySide Proprietary, its members, and/or Board of Directors do not recommend or endorse any advertiser. The CountrySide Proprietary reserves the right to decline any advertisement for any reason it deems appropriate. Submitted articles are the opinion of the author and do not necessarily reflect the opinions of the CountrySide Proprietary, its members, or the Board of Directors.

2024 HOA DUES

Single Family/Manor Homes	\$93.00
Town Homes	\$115.00
Villas	\$71.00

Pay to the order of:
CountrySide Proprietary

WHY DO TOWNHOUSES PAY A HIGHER ASSESSMENT?

Residents who are new to the HOA community, or unfamiliar with the operating budget of CountrySide, might ask why the townhouse monthly assessments are higher than the single family home assessment. The answer is fairly simple: It's a question of who pays for what. As an example: CountrySide single family homes are on VDOT streets—streets that are maintained by, and are plowed in winter by VDOT. That maintenance and plowing is all funded by the taxes paid by single family homeowners, and those taxes can easily run double what townhouse taxes are. By contrast, when a townhouse street needs to be repaired, repaved, or even totally rebuilt, those expenses have to be paid by the homeowners who benefit from the improvements. There are other townhouse-only expenses, but road maintenance is the biggest single difference.

The CountrySide Board of Directors accounts for townhouse-only expenses separately, so that assessments fairly reflect the share of expenses incurred by both categories. Separate Reserve funds are maintained for townhouse-only expenses, and those delineations are shown on the summarized budget presented to the residents after each budget cycle. If you have further questions on this subject, please feel free to contact the Proprietary Office or the Board of Directors.

SELLING YOUR HOME? YOU WILL NEED TO ORDER A PROPERTY OWNERS' ASSOCIATION DISCLOSURE PACKET NOTICE, OR POA.



HOW TO ORDER A POA PACKAGE

- Go to <https://pmprent.condocerts.com/resale> to order.
- Register, place your order, and your documents will be processed.

WESTWICK COURT VILLAS

- Go to <https://pmprent.condocerts.com/resale> and select the package for "The Villas."

When the Proprietary receives an order for a POA packet it initiates a physical inspection of the entire property.

- The inspection of exterior maintenance items includes peeling paint, algae on siding, broken window seals, wood rot, fences in need of repair, etc.
- Exterior modifications/enhancements are noted and checked for previous approval.
- If you haven't done so already, please ensure that you have submitted an application for those exterior modifications .



Virginia Property Owner's Act (Contract Disclosure Statement; Right of Cancellation).

"A. Subject to the provisions of Article 2 of 55-509, a person selling a lot shall disclose in the contract that (i) the lot is located within a development which is subject to the Virginia Property Owner's Association Act; (ii) the Act requires the seller to obtain from the property owners' association an association disclosure packet and provide it to the purchaser....."

Questions? Call Alicia McKenna-Graves at CountrySide Proprietary for more information.

**THE BEST TIPS FOR YOU
PARKING IN
COUNTRYSIDE**



Townhouse Parking

Each townhouse property has two assigned parking spaces. Residents should use their assigned spaces for parking.



Visitor Spots...

...are for visitors! A vehicle parked in the same space or visitor spots in the same neighborhood three (3) times in a thirty (30) day period is considered a repeat or chronic offender.

Towing



If you see a bright orange sticker on your vehicle, do not ignore it! Your final warning before towing will be clearly marked.

Commercial Vehicles



This applies to any vehicle designed or maintained for business/profit purposes and to vehicles with a rate capacity 1.5 tons or more. Vehicles may not bear commercial signs, advertising, or visible commercial equipment.



Other Prohibited Vehicles

Inoperable vehicles, abandoned vehicles, boats, trailers, recreational vehicles



Be Courteous!

We recognize that townhouse parking is tight. Be courteous and considerate to your neighbors by not monopolizing the visitor parking. We don't like to call AI's Towing & Storage, but we will!

THANK YOU

Use Your Assigned Spot

Homeowners are able to call AI's Towing & Storage themselves if they find their assigned parking space occupied by a non-authorized vehicle.




**AI's Towing & Storage
11 Douglas Court
Sterling, VA 20166
703-435-8888**

TRASH & RECYCLING COLLECTION

Trash must be in a receptacle with a lid. Trash/Recycling must be placed curbside before 7:00 am. Do NOT place trash on common areas.

For large items or bulk pickups, please email your request to hoa.nova@republicservices.com. There is an \$85 dollar fee for each item. Appliances are no longer accepted.

 **FOXFIELD, OATLANDS, AND MORVEN**
TRASH DAYS ARE MONDAYS & THURSDAYS

ROKEBY, WELBOURNE, BELMONT, AND OAKRIDGE
TRASH DAYS ARE TUESDAYS & FRIDAYS 

 **FOXFIELD, OATLANDS, AND MORVEN**
YARD WASTE ON MONDAYS
RECYCLING ON THURSDAYS

ROKEBY, WELBOURNE, BELMONT, AND OAKRIDGE
YARD WASTE ON TUESDAYS
RECYCLING ON FRIDAYS 

DON'T FORGET



Yard waste must be in a paper bag or container & clearly marked "YARD WASTE"

NO PLASTIC BAGS

Yard waste in plastic bags will not be collected
Wood waste: Cut into 4-foot lengths & bundle

Per Republic Services: "If the contractor misses a stop, the contractor will go back and make that pick up that same day when reported to the contractor by 3:00 p.m. If after 3:00 p.m., then the pick up will occur the very next Contractor's business day." **Please report missed collections to**

hoa.nova@republicservices.com.

Trash & Yard Waste Reminders

USE A COVERED TRASH CAN

CountrySide Regulations state:

Article VI, Section 6. Prohibited Uses and Nuisances. (e):

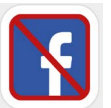
"Trash and garbage containers shall not be permitted to remain in public view except on days of trash collection. No incinerator shall be kept or maintained upon any lot. Garbage, trash and other refuse shall be placed in covered containers."

What this means is you **MUST** use a covered trash receptacle. Trash placed out in bags is in direct violation of the Governing Documents. Also, the use of bags attracts unwanted wildlife leading to an unsightly and unsanitary mess.

YARD WASTE HANDLING

- Brush and limbs must be cut to 4 ft. lengths and bundled with twine in arm-full size bundles.
- Tree stumps and tree limbs (that are larger than 6" in diameter and longer than 4 ft.) will NOT be collected.
- Grass clippings and leaves should be put in PAPER bags (**no plastic bags**) OR in a container marked "Yard Waste"

CountrySide Proprietary does not have an official Facebook page



Several unofficial Facebook pages are maintained by CountrySide residents. These pages are **not affiliated** with or monitored by CountrySide Proprietary. We remind residents that any official announcements concerning the community are posted on the website, sent to residents via email, or announced in The Courier. This includes any changes to services, such as recycling collections, scheduling, events, and anything else which directly affects the CountrySide Community.

When in doubt, call or email the office!
We're here to help!

VOLUNTEERS NEEDED! YOU CAN MAKE A DIFFERENCE!

As a volunteer, you will vote on important neighborhood issues. We need your input, energy and feedback.

Board of Directors: The primary responsibility of the Board of Directors (BOD) is to review and vote on neighborhood issues such as common area projects, contracts and renewals, delinquent accounts, unresolved violations and appealed applications.

Current Vacancy: Foxfield

Community Relations Committee: The primary responsibility of the Community Relations Committee (CRC) is to advise and assist the BOD in managing the flow of information across the CountrySide community. The CRC is also responsible for planning and hosting community programs, activities, and events for the benefit and enjoyment of CountrySide residents, and communicating information through the website, the CountrySide Courier newsletter, and mass electronic correspondence (e.g., e-mail blasts).

Current Vacancies: Belmont, Oatlands, and Rokeby

Design Review Committee: The primary responsibility of the Design Review Committee (DRC) is to advise and assist the BOD in monitoring, reviewing and enforcing compliance with the architectural control standards established for the community.

Current Vacancies: Foxfield, Oatlands, Welbourne

Facilities Committee: The primary responsibility of the Facilities Committee (FAC) is to advise and assist the BOD in developing and administering an ongoing program to preserve and enhance the swimming pools, pool bath houses, Par course, basketball and tennis courts, tot lots, and maintenance compound. Particular focus is in regard to the maintenance of and improvements to these areas, and to advise and assist the BOD in developing rules and regulations for the use and enjoyment of these areas by all CountrySide residents.

Current Vacancies: Oatlands and Welbourne

Finance Committee: The primary responsibility of the Finance Committee (FIN) is to advise and assist the BOD in financial management and oversight of the annual operating budget for the Proprietary.

Current Vacancies: Morven

Grounds Committee: The primary responsibility of the Grounds Committee (GRNDS) is to advise and assist the BOD in developing and administering an ongoing program to preserve and enhance landscaping, turf, parking areas, streets and paths - particularly the maintenance and improvements to these areas. Grounds also advises and assists the BOD in developing rules and regulations for the use and enjoyment of these areas by all CountrySide residents, and is responsible for the administration of the landscaping and trash contracts.

Current Vacancies: Belmont

Horsepen Run Committee: The primary responsibility of the Horsepen Run Committee is to generate recommendations for Board consideration for Horsepen Run and to develop a land management and maintenance plan for Horsepen Run.

Current Vacancy: None

Neighborhood Advisory Council: The primary responsibility of the Neighborhood Advisory Council (NAC) is to advise and assist the BOD on matters pertaining to its particular neighborhood, Proprietary affairs through standing committees and is directly involved with the architectural review and budget process.

Current Vacancies: Belmont (1 seat), Foxfield (3 seats), Morven (1 seat), Oakridge (2 seats), Oatlands (2 seats), Rokeby (2 seats), Welbourne (4 seats)

All Committee and Board meetings are open for attendance by CountrySide residents. See the Meeting Schedule at the front of this Courier.

Contact the Proprietary office for more information and [Become a CountrySide volunteer!](#)

**WHO TO CALL AT THE PROPRIETARY OFFICE FOR INFORMATION
(703) 430-0715**

Catherine Neelley
Community Manager
catherineen.cside@pmpbiz.com

Contracts, budget issues, assessments & dues, and personnel issues.

Al Pham
Design Review Coordinator
alpp.cside@pmpbiz.com

To report any house in a state of visual disrepair or obtain an Architectural Application for exterior improvements. Trash/recycling on private property.

Tim Pope
Grounds & Facilities Manager
timjp.cside@pmpbiz.com

Common area concerns, playground maintenance, operational problems associated with the pools, and snow removal in the townhouse sections of CountrySide.

Carlos Ramirez
Grounds & Facilities Staff

**Loudoun County Sheriff's Office non-emergency number:
Call (703)777-1021 in the event of a non emergency situation**

Some Useful Links

Loudoun County Home Page <https://www.loudoun.gov/>

Loudoun County Public Schools <https://www.lcps.org/>

Algonkian District Supervisor

Juli Briskman <https://www.loudoun.gov/2232/Algonkian-Supervisor-Juli-E-Briskman>

VDOT https://www.virginiadot.org/default_flash.asp

Republic Services

<https://www.republicservices.com/residents>

Dominion Energy

Report Power Outages or Emergency

<https://www.dominionenergy.com/virginia/report-outage-or-emergency>

Maddy Thring
Community Relations Coordinator
maddyjt.cside@pmpbiz.com
Community Events, parking issues on townhouse streets, the Courier, website

Alicia McKenna-Graves
Administrative Assistant
aliciam.cside@pmpbiz.com

General inquiries, Virginia Resale Disclosure Packets, account inquiries & statements, missed trash/recycle.

Shawanda Howell
Administrative Assistant
shawandah.cside@pmpbiz.com

General inquiries, account inquiries & statements, missed trash/recycle.

Bryan Neal
Grounds & Facilities Staff

Monthly Assessment Payment Options

DIRECT DEBIT (ACH): There are several benefits to signing up for Direct Debit payments, including the following:

- Avoid Late Fees! Payments are processed on or about the **10th of each month** and are therefore always received on time.
 - One less check to write each month and one less stamp to use or trip to the Proprietary office.
 - The assessment amount is always right, even if rates change from year to year
- It's easy to use this service. Complete the Authorization Agreement for Direct Payments form and send it to us with a voided check. This form can be picked up in the office or found [HERE](#).

NOTE: We will only take the regular assessment. Other fees assessed to the account must be paid separately.

BY MAIL:

Mail a check or use your bank's online bill pay option.

Send the payment to our payment processing center at CountrySide Proprietary, c/o PMP, PO Box 62678, Phoenix AZ 85082. Please list your CountrySide account number in the memo portion of the check

Checks sent in the mail must be received by the 10th of the month to avoid late fees.

IN THE OFFICE: Come to the office located at 21515 Ridgetop Circle, Sterling, VA 20166 We do not accept credit cards. The office is open from 8am to 5pm, Monday through Friday.

ONLINE: Make an online payment via e-check or credit card by logging onto our bank's website at

<https://propertypay.cit.com/> The following information is required to make a payment online:

Management Company: Property Management People

Management Company ID: 7047

Association Name: CountrySide Proprietary

Association ID: 000065

Account #: located on your coupon

Click on "Pay Assessment" (bottom right). Payments made by credit card are assessed a convenience fee.

Late Fee Forgiveness Program

The CountrySide Proprietary Board of Directors is offering a late fee forgiveness program for up to a maximum of six assessment interest charges/late fees.

Eligibility criteria:

- No applicant who applied and was accepted for 2019 and/or 2020 may apply for 2022.
- Applicants must bring their assessment account current and sign up for the Direct Debit/ACH Program.
- At least one payment must be received under the Direct Debit/ACH Program before the interest charge/ late fee amnesty occurs.
- Applicants must remain on Direct Debit/ACH for at least nine months after signing up
- Failure to remain current and make payments within nine months will result in interest charges/late fees being re-applied to the account.

If you are interested in signing up for this program and meet all the conditions as stated above, please contact Catherine Neelley at the Proprietary Office 703-430-0715 or via email at catherineen.cside@pmpbiz.com

Payment Plans

CountrySide Proprietary offers its homeowners the option of a written installment payment arrangement for the purposes of satisfying a delinquent account balance. This option is known as a Payment Plan. There are essentially two types of Payment Plans available:

Standard Payment Plan – Enables homeowners to pay off their outstanding balance over a period of ten months. The monthly payment amount is calculated by taking 10% of the balance due and adding it to the regular monthly assessment amount. This plan also requires that the homeowner signs up for Direct Debit/ACH so that the monthly amount due can be taken directly from a bank account.

Non-Standard Payment Plan – Enables homeowners to suggest an alternate monthly payment amount and to make those payments via cash or check. This type of plan is offered for a period of nine months, at which time it will be reviewed to determine whether or not the plan can continue and/or needs to be altered.

Both types of Payment Plans are subject to Board approval. If you currently have an outstanding balance and would like to apply, please contact Catherine Neelley, Community Manager, at (703) 430-0715 or by emailing catherineen.cside@pmpbiz.com.