

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
January 9, 2025

1) CALL TO ORDER

- a) Meeting Called to Order via Zoom at 7:10PM.
- b) Attendees: Penny Francke (Chair), Pat Bour (Rokeby), Amanda Boone (Oakridge), Tommy Jackson (Belmont)/joined at 7:15PM, Scott Simon (Foxfield), Tim Pope (PMP).
- c) Absent: Tres Bassett (Morven)

2) COMMITTEE ADMINISTRATION

- a) Amanda moved to approve the January 9, 2025 Agenda as written; Pat seconded. Approved unanimously by those present.
- b) Amanda moved to approve the November 14, 2024 Minutes as written; Pat seconded. Approved unanimously by those present.

3) GUEST & RESIDENT PARTICIPATION

- a) No guests present.

4) POOL ISSUES

- a) Reminder that the American Pools Contract was renewed for 2025.

5) PROJECT LIST & BUDGET

- a) 2025 Project List
 - i) Discussion: the Board had suggested during its October Budget meetings that we should try to make at least one tot lot more accessible; Tim thinks the McPherson tot lot is a good candidate, given its relatively flat surface and easy access from paths. He has asked the FAC to think about this for future discussion.
- b) Monthly Financial Reports were reviewed; 2024 finished with no major issues.
- c) Cromwell Shade Structures: Installation finally completed in the first week of January. Canopies were not installed due to impending snow storm, but Tim will inform All Rec that we'll want a canopy check in milder weather.

6) OLD BUSINESS

- a) "No Trespassing" Signs: Penny will send Tim her notes from discussions with legal counsel; Tim will compare these with Catherine's notes, and email the FAC with suggested wording for the signs.

7) NEW BUSINESS

- a) None at this time.

8) INFORMATIONAL ITEMS

- a) Kia Replacement: The aging Kia was replaced at year-end with a 2024 Nissan Versa, with BOD approval, in order to take advantage of a year-end sale.
- b) Update on various proposals
 - i) Cromwell Window Replacement: Tim is gathering quotes and meeting with vendors. It's likely that part of the ceiling will need to be removed to determine the extent of the water damage.
 - ii) Parkway Restroom Renovation: Approved by the Board; Tim will be gathering quotes. We hope to have the work completed before the start of pool season.
 - iii) Lindenwood Shade Structures: Scott moved to accept All Rec's bid for two shade structures at Lindenwood Pool, for a cost NTE \$22,000; Pat seconded. Approved unanimously by those present.

9) ADJOURN

- a) Amanda moved to adjourn; Pat seconded. Approved unanimously by those present. Meeting adjourned at 7:31 PM. Next regular FAC meeting is tentatively scheduled to be conducted remotely at **7:00 PM on Thursday, February 13, 2025.**

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
February 13, 2025

1) CALL TO ORDER

- a) Meeting Called to Order via Zoom at 7:14 PM (delay due to downed tree emergency).
- b) Attendees: Penny Francke (Chair), Pat Bour (Rokeby), Amanda Boone (Oakridge), Tommy Jackson (Belmont), Scott Simon (Foxfield), Frederick Bassett (Morven), Tim Pope (PMP).

2) COMMITTEE ADMINISTRATION

- a) Amanda moved to approve the February 13, 2025 agenda as written; Pat seconded the motion. Approved unanimously.
- b) Amanda moved to verify the e-vote approval of the January 9, 2025 Minutes; Pat seconded the motion. Approved unanimously.
- c) Pat moved to verify the e-vote approval of the Lindenwood Shade Structures choices (including color choice of True Blue); Amanda seconded the motion. Approved unanimously.

3) GUEST & RESIDENT PARTICIPATION

- a) None.

4) POOL ISSUES

- a) None at this time.

5) PROJECT LIST & BUDGET

- a) 2025 Project List was reviewed. FAC was asked to think about tot lot candidates for accessible equipment after BOD feedback that parking availability must also be considered, and that the McPherson tot lot has very limited parking nearby. The Chelmsford Ct tot lot may be a better option; FAC to revisit the discussion in future months.
- b) Monthly Financial Reports reviewed.

6) OLD BUSINESS

- a) Pat made a motion to have Tim order the “No Trespassing” signs for all three pools, with language as discussed (and exclamation point included if possible), for a cost not to exceed \$500. Amanda seconded the motion; approved unanimously.

7) NEW BUSINESS

- a) The committee reviewed the Parkway Restroom Renovation Bids, and discussed whether the removal of one urinal from the Men’s Room would cause “capacity” problems; Tommy noted that lines already form at the Men’s room during swim meets. After further discussion about the possibilities of adding additional urinals on the wall which backs to the Ladies’ Room toilets, the team asked Tim to gather quotes on additional options with an expanded scope. Since restroom renovations beyond the accessibility stalls are a Reserve project item for this

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year, we want to be sure that we scope the projects for the most efficient use of the allotted funds.

- b) Tim advised that he is still working with a couple of vendors on the bids for the replacement of the windows and damaged walls at Cromwell; if possible, he'll distribute the bid summaries for an e-vote before the next meeting.
- c) Reserve Spending allocated for this year includes funds for limited pool house renovations; FAC has requested NAC's input on suggested changes.

8) INFORMATIONAL ITEMS

- a) Penny informed the FAC of the Board's decision to keep Todd Sinkins as the HOA's legal counsel and engage his new firm of Whiteford, Taylor and Preston.

9) ADJOURN

- a) Amanda moved to adjourn the meeting; Pat seconded. Approved unanimously. Meeting Adjourned at 8:20 PM. Next regular FAC meeting is scheduled to be conducted remotely at **7:00 PM on Thursday, March 13, 2025.**

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
March 13, 2025**

1) CALL TO ORDER

- a) Meeting Called to Order via Zoom at 7:01 PM.
- b) Attendees: Penny Francke (Chair), Pat Bour (Rokeby), Amanda Boone (Oakridge), Scott Simon (Foxfield), Tim Pope (PMP).
- c) Absent: Tommy Jackson (Belmont), Frederick Bassett (Morven)

2) COMMITTEE ADMINISTRATION

- a) Pat moved to approve the March 13, 2025 Agenda as written; Amanda seconded the motion. Approved unanimously by those present.
- b) Amanda moved to verify the e-vote for approval of February 13, 2025 Minutes; Pat seconded the motion. Approved unanimously by those present.
- c) Amanda moved to verify the e-vote for selection of American Home Contractors to replace the four (4) dormer windows at Cromwell Pool and repair/replace/repaint the drywall, trim and wood for a cost NTE \$18,000; Pat seconded the motion. Approved unanimously by those present.

3) GUEST & RESIDENT PARTICIPATION

- a) No guests present.

4) POOL ISSUES

- a) Amanda moved to approve the Waves Contract as written in the meeting packet; Pat seconded the motion. Approved unanimously by those present.
- b) Amanda moved to approve the 2025 Pool Rules and Regulations as written in the meeting packet, with the correction of the reference to the Due Process Resolution to **289** (versus 287); Pat seconded the motion. Approved unanimously by those present.
- c) Tim advised that we would be replacing some damaged chaise lounges. He also has found a chlorinator for the Cromwell wading pool to replace the unit which exploded last year. Tim also reported that American Pool plans to attend the April FAC meeting.

5) PROJECT LIST & BUDGET

- a) The 2025 Project List was reviewed. Tim has obtained two bids on the tennis court repairs and will have a third quote shortly; the FAC briefly discussed the various approaches being suggested by the vendor, noting that more in-depth discussions will follow once all the bids are in.
- b) The Monthly Financial Report was reviewed. Penny informed the FAC that questions persist on the electrical usage at Parkway; Tim will be contacting Dominion Energy for advice on how to better assess where the electric demand is originating. The FAC also discussed the status of Lindenwood Pool; Tim confirmed that water meter readings indicate NO significant leaks at Lindenwood. There was unanimous agreement from those FAC members present that based on the positive results of PMP's monitoring at Lindenwood over the last year or more, there is no reason to think that major renovations or repairs to Lindenwood, let alone complete replacement, would be required in the foreseeable future, and that the Reserve Study projections were essentially acceptable, based on current conditions.

6) OLD BUSINESS

- a) Tim showed the FAC pictures of the new “No Trespassing” Signs which have been received and which will be installed by PMP.

7) NEW BUSINESS

- a) The FAC reviewed and discussed the bids received for the renovation of the Parkway Women’s Room to convert one toilet stall to an accessible stall. Tim provided information on his meeting with the three vendors who bid, and the group discussed the substantial variation across the bids. Pat made a motion to approve Nachman Construction’s bid for the renovations at an amount NTE \$6,500. Amanda seconded the motion. Approved unanimously by those present.

8) INFORMATIONAL ITEMS

- a) None at this time.

9) ADJOURN

- a) Amanda moved that the meeting be adjourned; Pat seconded the motion. Approved unanimously by those present. Meeting adjourned at 7:52 PM. Next regular FAC meeting is scheduled to be conducted remotely at **7:00 PM on Thursday, April 10, 2025.**

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
April 10, 2025

1) CALL TO ORDER

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

2) COMMITTEE ADMINISTRATION

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

3) GUEST & RESIDENT PARTICIPATION

- a) No guests present.

4) POOL ISSUES

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

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

5) PROJECT LIST & BUDGET

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

6) OLD BUSINESS

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

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

7) NEW BUSINESS

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

8) INFORMATIONAL ITEMS

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

9) ADJOURN

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

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
May 6, 2025

1) CALL TO ORDER

- a) Meeting Called to Order via Zoom at 7:05 PM.
- b) Attendees: Penny Francke (Chair), Pat Bour (Rokeby), Amanda Boone (Oakridge; joined at 7:35PM)), Tommy Jackson (Belmont), Scott Simon (Foxfield), Tres Bassett (Morven; joined at 7:30 PM)), Tim Pope (PMP).
- c) Guests: Christine Sidilau, Allison Powell

2) COMMITTEE ADMINISTRATION

- a) Pat moved to approve the May 6, 2025 Agenda as written; Scott seconded the motion. Approved unanimously by those present.
- b) Pat moved to confirm the FAC's e-vote approval of the April 10, 2025 Minutes; Scott seconded. Approved unanimously by those present.

3) GUEST & RESIDENT PARTICIPATION

- a) Christine Sidilau requested FAC's permission to hold the Algonkian Elementary School graduation party at Lindenwood Pool on Wednesday, June 4, 2025, from 4-7 PM. She anticipates about 72 students and 8 adult chaperones, for a total of 80 attendees. Tim estimated lifeguard costs at \$486. Pat moved that the FAC approve this party, waiving the rental fee and donating the costs for lifeguards NTE \$500; Tommy seconded. Approved unanimously.
- b) Allison Powell requested permission to hold the CountrySide Elementary School graduation party at Lindenwood Pool on Tuesday, June 3, 2025, from 5-8 PM. Anticipated attendance is 104 5th graders and up to 16 adult chaperones; Tim estimated lifeguard costs at \$585. Pat moved that the FAC approve this party, waiving the rental fee and donating the costs for lifeguards NTE \$600; Tommy seconded. Approved unanimously.

4) POOL ISSUES

- a) American Pools Update: All three pools are up and running and all chlorinators are working. Cromwell bathrooms tested OK; one toilet in the Ladies' Room at Lindenwood is scheduled to be fixed on 5/7/25. Herlan reports that all of the international lifeguards are already here; he will meet with them next week. Scott asked if the pool cover at Parkway paid off. American Pool reported the acid volumes used for pool cleaning as follows: Cromwell 45 gal; Lindenwood 40 gal; Parkway 16 gal (all diluted with water). So there was approximately 40% less acid used, at least, which should also translate into longer white coat life, but we'll continue to track data to evaluate the effectiveness of the pool cover.
- b) Waves Update: No one present.
- c) Pool Projects and Upcoming Purchases: PMP has been prepping pool areas for the season; all purchases required by the LoCo Health Department (first aid supplies, etc.) have been purchased, as have several lifeguard tubes and pool umbrellas.

- d) Pool Walkthroughs/inspections by FAC members are scheduled for Monday, May 19, 2025, starting at 5:30 PM at Cromwell.

5) PROJECT LIST & BUDGET

- a) 2025 Project List was reviewed without question (bids on tennis courts and tot lots to follow at a later meeting).
- b) Monthly Financial Reports reviewed.

6) OLD BUSINESS

- a) Parkway Women's Room Remodel is nearly complete; a new mirror will be needed (expected next Monday, 5/12).
- b) Lindenwood Shade Structures: Installation was completed 4/25/25 and the structures look great! The shade canopy color coordinates beautifully with the Funbrella.
- c) Cromwell Window Replacement is scheduled to be completed just before, or a few days after, pool opening. If necessary, the repairs will be coordinated with the Cromwell operating schedule.
- d) Deck Repair and Replacement on schedule to be completed before pool openings.
- e) No Trespassing Signs have been installed at all three pools

7) NEW BUSINESS

- a) Tennis Court Crack Repair and Resurfacing Bids: Voting on this was delayed after FAC members found unfavorable reviews online for the leading bidder. Tim will try to get additional quotes, and will follow up on the online reviews.
- b) Tennis Court Fences: to be delayed with tennis court bids.
- c) Tot Lot Replacements discussed; Chelmsford and McPherson lots are probably the top candidates for replacement at this time.

8) INFORMATIONAL ITEMS

- a) Penny informed the FAC members that there had been a suggestion that the Proprietary-owned vehicles should be managed under the FIN Committee, rather than the FAC. The general consensus was that the FAC team had developed expertise in managing the vehicles over the many years they'd done so, and that the oversight of the operational vehicles should remain closely aligned to the operational committees which use the vehicles. The FAC was unanimous in its recommendation to have FAC retain management of the vehicles.

9) ADJOURN

- a) Amanda moved to adjourn; Pat seconded. Meeting Adjourned at 9:04PM. Next regular FAC meeting is scheduled to be held remotely at **7:00 PM on Thursday, June 12, 2025.**

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
June 19, 2025 (rescheduled)

1) CALL TO ORDER

- a) Meeting Called to Order via Zoom at 7:02 PM.
- b) Attendees: Penny Francke (Chair), Amanda Boone (Oakridge), Tommy Jackson (Belmont), Scott Simon (Foxfield), Tim Pope (PMP), Cleon White (American Pools).
- c) Absent: Pat Bour (Rokeby), Frederick Bassett (Morven)

2) COMMITTEE ADMINISTRATION

- a) Amanda moved to approve the June 19, 2025 Agenda as written; Tommy seconded. Approved unanimously by those present.
- b) Amanda moved to approve the May 6, 2025 Meeting Minutes as written; Scott seconded. Approved unanimously by those present.

3) GUEST & RESIDENT PARTICIPATION

- a) None

4) POOL ISSUES

- a) American Pools
 - i) Tim Pope (PMP) and Cleon White, American Pools' manager for CountrySide, updated the committee on various pool issues. Tim reported that both school pool parties had gone off without a hitch; a pool rental scheduled for earlier this week was rescheduled due to weather. Tim reported that this year's pool season is off to a much smoother start, in large part thanks to Cleon's management. Cleon said the American Pools staff was doing diagnostics on pool lights, as quite a few weren't working properly; it's possible that some moisture has gotten into the lights and is causing some wiring to fail. AP will report its findings to Tim so we can schedule repairs. Amanda requested that the Parkway pool lights be prioritized so that Waves practices at night won't be adversely affected.
 - ii) Penny reported that Roddy Dean, Treasurer, had asked Tim to comment on electrical usage at Lindenwood, which ran significantly higher in May 2025 than it did in May 2024. Tim noted that the May 2025 usage was, however, close to that in May 2023; we'll be able to do a more thorough analysis over the three-month run of April-June once we have June numbers. Also, Huntington Electric had done a check at Parkway Pool after inquiries about high electric usage there (see April 2025 Minutes); they found a few loose fuses that might have contributed to some wasted electricity, but they will also submit a proposal for additional meter checking devices that could help us further define our electrical usage by zone or area. Tim can request that Huntington quote on those devices for the other two pools, as well, if warranted. Cleon commented that he had found lights left on at the pool houses on a few occasions, and he has told the AP staff that they need to be more diligent about turning off the lights when they lock up at night.

- iii) Tommy asked Tim to check the pools' first aid kits, to make sure that supplies are topped up and that expired supplies are replaced.
 - iv) Cleon mentioned that he had retrained the AP staff managers at the CountrySide pools about the need for careful monitoring of chlorine levels in the pools. Cleon mentioned that early in the season, one of the wading pools had to be drained and refilled after the chlorine level got too high; this may be related to the use of chlorine tablets at the wading pools, since the tablets require a different adjustment process than the liquid chlorine. Cleon is confident that all AP staff are now trained properly. Tim did mention that American Pool had submitted a proposal to supply CAT controllers for chlorine and pH monitoring/adjustment at all three pools, but since the controllers run around \$9-10K per pool, we wouldn't be able to consider them for this year.
 - v) Cleon reported an incident at Lindenwood Pool this week in which the 12-yr old guest of a CountrySide Member was evicted from the pool after ignoring warnings to stop his aggressive and belligerent behavior; the guest circled back outside the pool to continue shouting insults. The CountrySide Member and her son who had hosted the guest were understanding and apologetic, and another Member offered to serve as a witness on behalf of AP staff if further issues arose. Cleon will be sure the write-up of the report reaches Tim. If the guest repeats bad behavior at the pools, we may need to rely on written communications banning him from the pools, as we're unable to flag records in MOKO for non-CSide folks (i.e., no guest record in the system).
 - vi) Amanda reminded the FAC to be timely in awarding bonuses this year, to express our appreciation of the improved operations from AP staff and managers.
- b) Waves Update
- i) Lauren wasn't able to attend, but she had let Tim know that Waves also thought the start to this year's pool season was much smoother than last year.

5) PROJECT LIST & BUDGET

- a) 2025 Project List was reviewed: the Lindenwood shade structures were completed in April. See other updates below.
- b) Monthly Financial Reports reviewed without questions.
- c) Pool Expenditures: Tim will maintain a running list of expected expenditures versus budget, to make it easier to see where we stand on funds remaining against our FAC budget.

6) OLD BUSINESS

- a) Cromwell Windows: Cromwell window repairs have been completed (including replacement and repainting of the damaged wood)
- b) Deck Repair and Replacement: the Lindenwood and Parkway deck repairs are done. Although Cromwell wasn't scheduled for deck repairs this year, Tim did have the contractor replace a single concrete pad that needed repair.

7) NEW BUSINESS

- a) Tennis Court Replacements: Tim has met with four vendors at the tennis courts. At this time, **none** of the vendors will offer a warranty on crack repairs at the Lindenwood or Countryside Blvd courts because the dead spots are too pervasive and will come through any patches. Both the Southall tennis and basketball courts can be repaired; the basketball court at Parkway is fairly new and does not need any repairs right now. In addition, members of the Board of Directors have suggested that we need to get an engineering study done at the Lindenwood courts to determine the stability of the ground there before any substantial rebuild is attempted. After much discussion, the FAC is recommending that this year's Reserve funds be spent on a complete replacement of the Countryside Blvd tennis courts and fences, and crack repairs at Southall tennis and basketball courts. This would exceed the budgeted Reserve funds for this purpose, but only by roughly the amount necessary to cover the transportation of equipment and materials across the stream at the court. The Committee believes this is a much better use of Proprietary funds than spending money on crack repairs at two tennis courts that are past repair for useful life, especially since the repairs would run \$50-60K and wouldn't be warranted at all. Amanda moved to award the contract for crack repairs at Southall and complete court and fence replacement at the CountrySide Blvd courts to Sport Systems for a cost NTE \$180,600; Tommy seconded the motion. Approved unanimously by those present. Tim will be working with Loudoun County to determine if a permit is required for the temporary bridge for equipment and materials at the CSide Blvd courts. As an aside: Tim checked all references supplied by the vendors, and all were satisfactory; Sport Systems recently did both repairs and complete replacement work at Cascades' courts.
- b) Tot Lot Replacements: Tim has met with four (4) vendors here, as well, in preparation for getting quotes. The Chelmsford and McPherson lots are the two playgrounds being considered for replacement this year. It's unlikely that we'll be able to do more than one tot lot replacement with the Reserve funds allotted for this year, and all four vendors have recommended that we address the McPherson lot. The equipment is older, and the fact that the original supplier went out of business 25 years ago means that replacement supplies aren't available. In addition, the slides at the McPherson lot are 24" off the ground, which is higher than current guidelines suggest; the steps are also higher than current recommendations. Tim has asked each vendor to propose a design that includes more accessible equipment, and to quote on a "pour in place" surface to see if we can accommodate that with our budget. Once we have agreed on the basic elements of a design, Tim will then ask the four vendors to quote on that set of equipment, to make the quotes more comparable (this approach worked well with last year's bid cycle).
- c) Pool House Renovations: NAC was asked to provide input on the pool house renovations, but has not submitted any suggestions. The FAC discussed several possibilities, including the accessible stall planned for the Parkway Men's Room, additional urinals at Parkway, the cabinets behind the desk at Parkway (which were somewhat damaged by the burst water pipe in December 2022), floor repainting to re-establish full traction and improve appearance, shower stall rebuild/repair to address/prevent wood rot, regrouting where appropriate, painting of walls,

hands-free faucets in the rest rooms, etc. Tim will develop a list of recommendations and present to the FAC at a future meeting. Tim reminded the FAC that funds available for Cromwell will be reduced by the money spent on the window repairs.

8) INFORMATIONAL ITEMS

- a) None at this time

9) ADJOURN

- a) Amanda moved to adjourn the meeting; Scott seconded the motion. Approved unanimously by those present. Meeting adjourned at 8:34 PM. Next FAC Meeting is scheduled to be held remotely at **7:00 PM on Thursday, July 10, 2025.**

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
July 10, 2025

1) CALL TO ORDER

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

2) COMMITTEE ADMINISTRATION

- a) Amanda moved to approve the agenda for the July 10, 2025 Meeting as written; Pat seconded. Approved unanimously by those present.
- b) Amanda moved to approve the Minutes of the June 19, 2025 Meeting; Scott seconded. Approved unanimously by those present.

3) GUEST & RESIDENT PARTICIPATION

- a) No guests present.

4) POOL ISSUES

- a) American Pools Update: Herlan reported that all three pools are running smoothly. He has a proposal to submit to Tim for some leaking ??? at Lindenwood. Penny asked Herlan to remind AP staff to make sure pool guests age eleven or younger aren't admitted to the pools without an older responsible party, per the Pool Rules.

The FAC members discussed the policy on flips from the diving boards at the pools, after an AP lifeguard had curtailed a resident's flips at Lindenwood. The FAC reviewed the existing language in the Pool Rules and agreed that it was adequate, and asked Herlan to refer the AP staff to that language and to not impose more restrictive rules than those documented in the Pool Rules. That notwithstanding, the lifeguard staff always has the latitude to step in if unsafe behavior is observed, and to require pool guests to stop any activity deemed dangerous by the lifeguard.

- b) Waves Update: No representative present, but no issues reported to Tim.
- c) Mid-Season Employee Bonuses: The FAC reviewed the budget for AP staff bonuses. Tim will ask American Pool to provide a list of all staff assigned to CountrySide, along with each staff member's anticipated last date this season (in case there are early departures planned). Once that information is distributed to the FAC, committee members will make their recommendations on the distribution of bonuses. The goal is to make sure we get the bonuses out to the pool staff before end of season.

5) PROJECT LIST & BUDGET

- a) 2025 Project List was reviewed. The committee noted that the concrete deck repairs came in substantially under the budgeted Reserve funds.

- b) Monthly Financial Reports were reviewed with no issues noted.
- c) Tim is maintaining a running log of pool expenditures to ensure we stay within budget.

6) OLD BUSINESS

- a) Update – Tennis Court Replacement and Repairs: Tim is investigating whether we need permits for the temporary stream crossing. We'll have to evaluate the better solution of our two alternatives: the roughly \$15K from Sport Systems and the approximately \$20K from Lawn Boy. Depending on the need for/cost of permits and the timing, one solution might work better for us. Scott asked about the type of heavy equipment that will have to cross the stream; Tim will send Scott a list of the equipment.

7) NEW BUSINESS

- a) Tot Lot Replacements: The FAC Committee members reviewed the proposals in the packet. All agreed that the All Rec design would benefit from a more elaborate central feature; all three designs should maximize the number of swings, and include a feature like the playhouse/truck façade; this would make the three designs more comparable. Tim will get revised quotes from the vendors and send them out for a possible e-vote.

8) INFORMATIONAL ITEMS

- a) Pool House Landscaping: The Grounds Committee will be reviewing quotes from Advantage Landscaping on refresh/update designs for landscaping at the pool houses.
- b) Pool House Renovations Request for Proposal: The Committee reviewed Tim's list of suggested renovation items, with notes to contact Tim if any other updates are requested. Paramount plumbing will be assessing the Parkway Men's Room piping to determine any limitations on how many additional fixtures can be installed. Tim will be putting the list of renovations out to bid. Work will not begin until after the close of pool season.

9) ADJOURN

- a) Amanda moved to adjourn the meeting; Pat seconded. Approved unanimously by those present. Meeting Adjourned at 8:17 PM. Next regular FAC meeting is scheduled to be held remotely at **7:00 PM on Thursday, August 14, 2025.**

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
August 14, 2025

1) CALL TO ORDER

- a) Meeting Called to Order via Zoom at 7:03 PM.
- b) Attendees: Penny Francke (Chair), Pat Bour (Rokeby), Tommy Jackson (Belmont), Scott Simon (Foxfield), Tres Bassett (Morven), Tim Pope (PMP), Cleon White (American Pools).
- c) Absent: Amanda Boone (Oakridge)

2) COMMITTEE ADMINISTRATION

- a) Pat motioned to approve the August 14, 2025 Agenda; Tres seconded. Approved unanimously by those present.
- b) Pat motioned to approve the July 10, 2025 Meeting Minutes; Tommy seconded. Approved unanimously by those present.
- c) Pat motioned to verify the Committee's e-vote approval awarding the business for replacement of the McPherson playground to All Rec for a cost NTE \$185,000; Scott seconded. Approved unanimously by those present.
- d) Tim is scheduled to attend training to become a Playground Inspector in September, and he requested that we reschedule the September meeting to avoid a conflict with that training. The FAC agreed to meet on Thursday, September 18th instead of September 11th.
- e) Tim and Penny reminded the FAC that budget suggestions were being gathered from the community during August, and the spreadsheet for the committee's ranking of FAC items would be sent out in September. Tim was reminded to send the spreadsheets out in Excel or other input-possible format.

3) GUEST & RESIDENT PARTICIPATION

- a) Sue Bradley addressed the FAC about Pickleball; she's interested in forming a group of interested residents so they can coordinate playing schedules. Penny told Sue that the HOA would be happy to help distribute communications via email blasts to introduce the community to the idea, but that any ongoing maintenance of the roster of interested parties, coordinating schedules/court availability, etc., would have to be the responsibility of volunteers like herself. Sue is willing to undertake that role, share her email address, and serve as coordinator. Tim will investigate which court, if any, could be adapted for pickleball until such time as the Reserve project on the tennis courts can be completed (likely 2026); Tim will report back to Sue and FAC on his findings.

4) POOL ISSUES

- a) American Pools Update: Cleon reported that most things were running smoothly, but that the pool teams were almost out of guest passes; Penny will follow up with Catherine to be sure more guest passes have been ordered. Cleon also reported that at least one lifeguard chair was damaged, and that others are not in good shape; Scott recalled mentioning this during the pre-opening inspections. Tim/FAC will need to budget for any necessary replacements. One

resident reported that sections of the pool floors at Lindenwood and Cromwell might be rough enough to be abrasive on pool patrons' feet; Tim will investigate.

- b) Waves Update: No representative present; no update given.
- c) Employee Bonuses: The FAC discussed lifeguard and management performance over the 2025 pool season and agreed that it was significantly improved over 2024. The FAC approved bonuses for the lifeguards and managers with unanimous agreement from those FAC members present.
- d) Doggie Swim Day is scheduled for September 6th; Pat and Penny will staff the event.

5) PROJECT LIST & BUDGET

- a) 2025 Project List was reviewed without question.
- b) Monthly Financial Reports reviewed.
- c) Pool Expenditures reviewed; we expect to be able to stay within budget.

6) OLD BUSINESS

- a) Tennis Court Replacement and Repairs: Tim is still awaiting information from 1-2 vendors on the revised bids.
- b) Playground Replacement: on track.

7) NEW BUSINESS

- a) Pool House Interior Renovation Bids: Tim expects to have all necessary information available to be able to schedule a vote at September's meeting.

8) INFORMATIONAL ITEMS

- a) None at this Time.

9) ADJOURN

- a) Pat moved to adjourn; Tres seconded. Approved unanimously by those present. Meeting Adjourned at 8:27 PM. September's meeting has been rescheduled and **will be held remotely on Thursday, September 18, 2025 at 7:00 PM.**



**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE AGENDA
October 9, 2025**

1) CALL TO ORDER

- a) Meeting Called to Order via Zoom at _____
- b) Attendees: Penny Francke (Chair), Pat Bour (Rokeby), Amanda Boone (Oakridge), Tommy Jackson (Belmont), Scott Simon (Foxfield), Frederick Bassett (Morven), Tim Pope (PMP).

2) COMMITTEE ADMINISTRATION

- a) Approval of October 9, 2025, Agenda.
- b) Verify E-Vote: Approval of September 18, 2025, Minutes.
- c) 2026 Budget
 - i) Vote – American Pools Contract: 2nd Option Year

3) GUEST & RESIDENT PARTICIPATION

- a) None at this time

4) POOL ISSUES

- a) Update on Winterization
- b) Update on Approved Repairs

5) PROJECT LIST & BUDGET

- a) 2025 Project List
- b) Monthly Financial Reports

6) OLD BUSINESS

- a) Update on Pickleball suggestion by Sue Bradley Last Month

7) NEW BUSINESS

- a) Electricity Monitoring Devices – Still Awaiting Pricing

8) INFORMATIONAL ITEMS

- a) Update to Ongoing Projects
 - i) Playground Replacement

- ii) Pool House Renovations
- b) Pool House Landscaping

9) ADJOURN

- a) Meeting Adjourned at _____.

Next regular FAC meeting is scheduled to be held remotely at **7:00 PM on Thursday, November 13, 2025.**

TAB 2

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE AGENDA
September 18, 2025**

1) CALL TO ORDER

- a) Meeting Called to Order via Zoom at 7:02 PM.
- b) Attendees: Penny Francke (Chair), Pat Bour (Rokeby), Amanda Boone (Oakridge), Tommy Jackson (Belmont), Scott Simon (Foxfield), Frederick Bassett (Morven; arrived approximately 7:06), Tim Pope (PMP).

2) COMMITTEE ADMINISTRATION

- a) Pat moved to approve the September 18, 2025 Agenda; Scott seconded the motion. Approved unanimously by those present.
- b) Pat moved to approve the August 14, 2025 Meeting Minutes; Amanda seconded. Approved unanimously by those present.
- c) Pat moved to verify the e-vote approval of Girl Scout Troop 70250 using Parkway Meeting Room in exchange for volunteering at community events; Amanda seconded. Approved unanimously by all FAC members.

3) GUEST & RESIDENT PARTICIPATION

- a) Jeff Biber addressed the FAC to request that we convert at least some of the tennis courts to pickleball courts, and use temporary pickleball net setups. Penny explained that the FAC had already decided that the refurbishment of the tennis courts at CountrySide would include restriping them to allow use as either tennis or pickleball courts, and that we had already purchased the “mobile” pickleball net setups; however, our problems with tennis court vendors had delayed the construction/conversion of the tennis courts. FAC expects the tennis court work to be done next spring, although any repairs on Lindenwood courts would likely be postponed until the structural integrity of the underlying foundation can be determined.

4) POOL ISSUES

- a) The Committee members reviewed Tim’s recommendations on several maintenance items suggested by American Pool. Tim will check on whether filter media replacement (sand or glass) is included in the Reserve Study. The replacement of the pump and motor at the Cromwell wading pool will be deferred until Tim gets correct GL codes from Chris Rogers and obtains competitive quotes. Tommy recommended getting a second opinion on American’s suggestion that the current pump does not meet DOE requirements.
Approved work:
 - i) Amanda moved to authorize American Pool for repairs at Lindenwood Pool, to replace the cracked strainer lid for the main pool pump, and to replace one (1) skimmer pad where the collar is raised and presents a tripping hazard, for an amount NTE \$1,000; Tres seconded the motion. Approved unanimously by all five FAC members.

- ii) Amanda moved to approve American Pool repair work at Parkway Pool to replace two (2) cracked and broken skimmer pads and replace five (5) broken coping stones for an amount NTE \$2,900; Pat seconded the motion. Approved unanimously by all five FAC members.
- b) The FAC members scheduled the post-season pool walkthroughs for **Thursday, October 2nd**; we will meet at Cromwell at **5:30 PM**. If anyone is unable to make it, please let Tim or Penny know.

5) PROJECT LIST & BUDGET

- a) 2025 Project List was reviewed.
- b) Monthly Financial Reports reviewed.
- c) Tim displayed the budget requests received from residents. The FAC list is on the Google Drive (Tim to add columns for rating entries). Penny emphasized that it will be a tough budget year, given contractual obligations with the trash provider and American Pool, and other budget demands (management contract, insurance, inflation, etc.). She asked the FAC members to keep those demands in mind when ranking the requests. Tim noted that American Pool had estimated installation of an ADA-compliant ramp would cost approximately \$42,000; the Committee briefly discussed the alternative solution of a chair lift and its required water-friendly PVC chair (estimated at \$10-12K plus installation). Committee members were asked to have their ranking inputs submitted to Tim by October 2nd.

6) OLD BUSINESS

- a) None at this time

7) NEW BUSINESS

- a) Pool House Interior Renovation Bids: the five competitive bids were reviewed by the Committee; Tim noted that the plumbing evaluation at Parkway indicated that only two (2) additional fixtures could be added in the men's room when the existing left stall is remodeled to an ADA-friendly design (which will eliminate one existing urinal). Scope of work involves installation of hands-free faucets in all pool restrooms; repainting of floors with slip-resistant paint; replacement of custom-sized cabinets at Parkway, painting of walls, doors, trim, etc. Amanda moved to award the renovation work to Nachman Construction for an amount NTE \$85,000 (to allow for possible change orders); Pat seconded the motion. Approved unanimously by all five FAC members.
- i) Electricity Monitoring Devices: Approved unanimously by all five FAC members. The Committee discussed the Smart Energy monitors being considered for installation at all three pools; these monitors would allow us to more closely analyze electric usage in different zones and from various appliances/electric draws, to allow more efficient electric use at the pools, maintenance shed, and parking lot lights. Tim will obtain more detailed recommendations from Huntingdon Electric and distribute to FAC for a possible e-vote, or for a decision at the October FAC meeting.

8) INFORMATIONAL ITEMS

- a) None at this time.

9) ADJOURN

- a) Amanda moved to adjourn the meeting; Tres seconded. Approved unanimously. The meeting adjourned at 8:30 PM. Next FAC meeting is scheduled to be held remotely at **7:00 PM on Thursday, October 9, 2025.**

TAB 3

RESIDENT & GUEST PARTICIPATION

TAB 4

TAB 5

TAB 6

TAB 7

TAB 8

TAB 9

**COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
October 9, 2025**

1) CALL TO ORDER

- a) Meeting Called to Order via Zoom at 7:03 PM.
- b) Attendees: Penny Francke (Chair), Amanda Boone (Oakridge), Tommy Jackson (Belmont), Scott Simon (Foxfield), Tim Pope (PMP).
- c) Absent: Pat Bour (Rokeby), Frederick Bassett (Morven)

2) COMMITTEE ADMINISTRATION

- a) Amanda moved to approve the agenda for the October 9, 2025 meeting; Scott seconded. Approved unanimously by those present.
- b) Amanda moved to approve the September 18, 2025, Minutes; Tommy seconded. Approved unanimously by those present.
- c) 2026 Budget/American Pools contract: Amanda moved to approve the second option year of the American Pools contract; Tommy seconded. Approved unanimously by those present.

3) GUEST & RESIDENT PARTICIPATION

- a) No guests present.

4) POOL ISSUES

- a) Winterization: Tim reported that winterization of all three pools was underway. We did have to spend a bit extra to turn the water back on at Cromwell, as AP staff had drained the pool too far. Tim will check the water bill to determine the extra cost, so we can inform American Pool.
- b) Approved Repairs underway per schedule.

5) PROJECT LIST & BUDGET

- a) 2025 Project List was reviewed (see updates below).
- b) Monthly Financial Reports reviewed without questions.

6) OLD BUSINESS

- a) Update on Pickleball use: Sue Bradley is following up on her idea to establish a pickleball league; she is working with PMP on the email blast soliciting interest from CountrySide residents. She has asked if it's OK to put down marking tape on a tennis court or two, since the repainting of courts has been delayed until 2026. The FAC agreed that the tape marking was fine; Tim will inform Sue.

7) NEW BUSINESS

- a) Electricity Monitoring Devices: Tim reviewed the options and costs for the monitoring devices under consideration for the pool houses. While there's an app that allows "real time" remote monitoring, WiFi is required, so that wouldn't be an option for Cromwell. The most comprehensive coverage at the three pools would run approximately \$2890, plus installation costs. Tommy moved that FAC approve the purchase of sufficient devices for Option C, the most comprehensive coverage, then subsequent installation by Huntington Electric, for a total NTE \$3500. Amanda seconded the motion. Approved unanimously by those present.

8) INFORMATIONAL ITEMS

- a) Tim provided updates on current Projects:
 - i) Playground Replacement: AllRec is awaiting equipment but expects to complete installation in November.
 - ii) Pool House Renovations: Set to begin soon. Tim advised FAC that he added an extra privacy partition for the men's room at Parkway; the relocation of the urinals means that the partition is needed to screen the inside of the room from those outside the entrance.
- b) Pool House Landscaping: Courtesy of the Grounds Committee, new plantings will be installed at Lindenwood Pool, and at Cromwell, the front plantings will be replaced with lower profile plantings. Changes at Parkway have been deferred for now, and later additional plantings are planned at Cromwell.

9) ADJOURN

- a) Amanda moved to adjourn the meeting; Tommy seconded the motion. Approved unanimously by those present. Meeting Adjourned at 7:42 PM. Next regular FAC meeting is scheduled to be held remotely at **7:00 PM on Thursday, November 13, 2025.**

COUNTRYSIDE PROPRIETARY
FACILITIES COMMITTEE MEETING MINUTES
November 13, 2025

1) CALL TO ORDER

- a) Meeting Called to Order via Zoom at 7:03 PM.
- b) Attendees: Penny Francke (Chair), Pat Bour (Rokeby; joined at 7:14 PM), Tommy Jackson (Belmont), Scott Simon (Foxfield), Tres Bassett (Morven), OJ Salgado (Oatlands), Tim Pope (PMP).
- c) Absent: Amanda Boone (Oakridge)

2) COMMITTEE ADMINISTRATION

- a) OJ moved to approve the November 13, 2025, Agenda as written; Tres seconded the motion. Approved unanimously by those present.
- b) Scott moved to approve the Minutes of the October 9, 2025 meeting; Tommy seconded the motion. Approved unanimously by those present.

3) GUEST & RESIDENT PARTICIPATION

- a) None present.

4) POOL ISSUES

- a) Approved Repairs: Tim reported that the concrete repairs at Parkway and Lindenwood were completed, and the motor for the main pool at Lindenwood was replaced. All three pools have been winterized. The Lindenwood and Cromwell pool houses will be winterized early next week, since the water to the buildings had been turned back on for the renovation work.

5) PROJECT LIST & BUDGET

- a) 2025 Project List was reviewed; Penny gave OJ a brief history of the obstacles encountered with the tennis court project this year, resulting in deferral of the project until 2026.
- b) Monthly Financial Reports reviewed. FAC will finish the year at or just under budget. The only line item showing over budget is that for the pool licenses; this is due to Loudoun County's new policy of charging separate license fees for the main and wading pools at each location. However, the budget overrun of \$660 will be covered when other line items run under budget.

6) OLD BUSINESS

- a) None

7) NEW BUSINESS

- a) None

8) **INFORMATIONAL ITEMS**

a) Update to Ongoing Projects

- i) **Playground Replacement:** Installation of the new equipment at the McPherson tot lot is scheduled to begin the week of Thanksgiving; it's expected to be complete by the end of that week.
- ii) **Pool House Renovations:** Floors at Lindenwood and Cromwell are scheduled to be repainted tomorrow (11/14), which will finish the renovations at those two pool houses. At Parkway, the wall painting is done, and the new countertops are due in next week. New cabinets for behind the front desk have been built and will be laminated and installed. The wall in the men's room was cut open to allow access to plumbing, and pictures were taken to document the piping; those pictures should help determine whether a permit is needed for the installation of the new urinals along that wall. Hands-free faucets and soap dispensers were purchased and installed at all three pools.
- iii) **Pool House Landscaping:** Tim shared pictures of the new plantings at Lindenwood and Cromwell.

9) **ADJOURN**

- a) Pat moved to adjourn the meeting; Scott seconded the motion. Meeting adjourned at 7:32 PM. Next regular FAC meeting is scheduled to be held remotely at **7:00 PM on Thursday, January 8, 2026.**