

**COUNTRYSIDE PROPRIETARY**  
**GROUNDS COMMITTEE MEETING MINUTES**  
January 22, 2025

**1) CALL TO ORDER**

- Meeting Called to Order via remote attendance at 7:02 PM
- Attendees: Kumar Sangaran (Chair), Pamela McGraw (Oakridge), Diane Blunt (Welbourne), Terri Hess (Foxfield), Timothy Shamble (Oatlands), Tim Pope (PMP), Matt O'Donnell (Advantage Landscape)
- Absent: Ron McNulty (Morven)

**2) COMMITTEE ADMINISTRATION**

- Tim Shamble moved to approve the Agenda with the following additional Discussion Items: a) Committee membership/Jim Krips denied by the BOD; b) questions from NAC (via Diane) on the Trash Contract. Pamela seconded the motion; approved.
- Approval of the November 20, 2024 Minutes was deferred to allow fixing of typos.

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

- None at this time

**4) ADVANTAGE ITEMS**

Matt O'Donnell reviewed the Monthly Report with the committee. Spring annuals were ordered last week. Pamela asked Matt for a pro-active plan to treat the young pear trees at the end of CS Blvd. They were treated twice last year. Matt will work with their arborist. They should be treated just before they bloom. Matt has submitted a proposal for winter rejuvenation of Manhattan Euonymus and Burning Bush between along Algonkian Parkway between Powell and McPherson. These shrubs have not been maintained by previous contracts and have been allowed to grow naturally for a decade. They have grown beyond natural to grow into the pine trees. Matt would like to do a cleanup and reshape them. They need separation and rejuvenation. This would be a one-time cost to put them back into shape; since the shrubs have not been maintained under previous landscaping contracts, this winter rejuvenation is out of scope for the current contract. Terri noted that this is a high visibility area between two areas.

**5) POND ISSUES**

- Pond Management Update: Tim P. reviewed the 3 bids obtained for a 1-year contract with 2 option years. Grounds has been happy with AEC, who is cost-effective, easy to work with, and very responsive, per Tim. Pamela moved to award the contract to AEC for a first-year cost NTE \$5,852; Terri seconded. Motion passed.
- Update on Fountain: Tim noticed the fountain wasn't working and had fishing line wrapped around parts of the motor; he has requested a repair quote from AEC. Tim will be looking into a protective barrier to be installed around the pump when it is reinstalled.

**6) PMP REPORT**

- Monthly Financial, Major Projects, and Invoice Tracking reports reviewed. Pamela asked about reserves for storm damage.
- Expected Expenditures. Snow removal has been extensive over the last two weeks with back-to-back snow and ice storms, and PMP staff worked hard to clear the trails and common sidewalks. The last event was rain, then sleet, then followed by ice, which was difficult to remove.
- Project list for Grounds includes work on concrete and asphalt work, including the trail behind Nicholson Court.

**7) OLD BUSINESS**

- Neighborhood Maps for Turf Rejuvenation. Received from Oatlands and some suggestions for Morven and Rokeby. Tim will post the maps to Google Drive; other neighborhoods to submit suggestions. The goal is to come up with a yearly plan. Looking for an area to return to a natural state. Allys Jarvela is willing to help once an area is identified.

**8) NEW BUSINESS**

- Discussion – Return to in-person meetings. Tim found a conference phone in Parkway and has someone looking at the phone line. No one knows where the projector is; it may need to be replaced. The Committee discussed in-person vs. hybrid; the BoD would require a hybrid option. The group decided to continue virtual meetings for now.
- Update on Safe Routes to School Project and concerns about walkway behind Nicholson Ct. Tim will work with Penny to schedule a visit/evaluation of the area when weather permits.
- Master Landscape Plan – created in July 2002 by the Grounds Committee at the time; worth reviewing and updating. Pamela and Tim S. will start to look at it.
- Pool House Landscaping: to be reviewed next month. Lindenwood will have two large trees removed due to disease, and the area will need replanting.
- Discussion – Request from a resident to move her townhome parking space in Welbourne. Tim will investigate parking maps and reassignment possibilities for future discussion at a Grounds meeting.
- Tim Shamble asked for information about Jim Krips not being approved to serve on the Grounds Committee for 2025. Tim S. made a motion that the GC request the Board reconsider its decision to not appoint Jim Krips to serve on the Grounds Committee at the next BoD meeting on 1/29 at 7:00 pm. Motion approved; however, Kumar advised the group to attend the next Board of Directors meeting on January 29<sup>th</sup> to ask their questions of the BOD.

**9) INFORMATIONAL ITEMS**

- Tree List reviewed.
- Tim P. summarized the invasive removal work done to date. The area along Algonkian Pkwy from McPherson to McPherson has been cut and treated, as part of the \$25K grant from Loudoun County, as has the area off Rutherford.
- Diane reported that NAC had raised questions regarding the bulk trash fee in the Trash Contract (\$85 per item; to be paid in advance and scheduled). This fee went into effect with the contract renewal in January 2024, along with the new Republic policy that appliances will no longer be hauled away. Tim can send Diane additional historical information.

**10) ADJOURN**

- Tim S moved to adjourn the meeting; Terri seconded the motion. Motion approved. Meeting Adjourned at 9:04 PM. Next meeting scheduled to be held remotely at 7:00 PM on Wednesday, February 19, 2025.

**COUNTRYSIDE PROPRIETARY**  
**GROUNDS COMMITTEE MEETING MINUTES**  
February 19, 2025

**1) CALL TO ORDER**

- Meeting Called to Order via remote attendance at 7:12 PM.
- Attendees: Kumar Sangaran (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Penny Francke (BoD, Oakridge), Tim Pope (PMP), Matt O'Donnell (Advantage Landscape)
- Absent: Ron McNulty (Morven)

**2) COMMITTEE ADMINISTRATION**

- Approval of February 19, 2025 Agenda. Motion to accept the agenda was made by Diane, seconded by Terri. No discussion. 2 approvals. Motion passed.
- Approval of January 22, 2025 Minutes. Deferred.
- Approval of revised November 20, 2024 Minutes. Motion made to accept the revised minutes was made by Diane, seconded by Terri. No discussion. 2 approvals. Motion passed.
- Committee Update – during the 1/29/25 BOD meeting there were discussions about the timing of the Committee Charter revisions, so Penny recreated the timeline for the record (revision work started in August 2024 at the suggestion of the HOA's legal counsel).

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

- None

**4) ADVANTAGE ITEMS**

- Monthly Report
  - a) Discussed Cromwell island plants damaged from accident; Matt suggests the Committee might want to revisit plans for replacements there.
  - b) Advantage will have the turf renovation hydro seed proposal at the next meeting in March. Penny commented that she'd been asked about how to protect the re-seeded area in OakRidge around the basketball hoops on Chelmsford; her response had been that we should not be restricting access to the basketball hoops or discouraging outdoor activities. Matt agreed that he would not recommend repeating the hydroseeding in that area.
  - c) Advantage will have the proposal for 2025 watering in March. Shifting focus. Pond area may need some watering added to the scope of the watering contract; however, we should consider the cost of watering plants that cost less to replace than to water. Deer are eating some plants.
- Winter Rejuvenation on Algonkian between Powell and McPherson. Not part of contract. Area is wild. Matt broke the work into a second proposal for just the Manhattan Euonymus. Advantage explained the difference between a contract item (to bid on what has been done in

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the past, and what has been pruned regularly) and an out-of-scope item: a company is not going to assume to prune what has not been done in the past. A winter rejuvenation is to correct the shape or start over again. So, the new proposal is only for the overgrown bushes, not the small ones near the bike path. Matt proposes to bring these down to improve the appearance. Once they are shaped up, then we can maintain them. Terri moved to accept Advantage Proposal #4643 for \$2775; Diane seconded the motion. Approved unanimously.

- Diane moved to accept Advantage Proposal #4641 for Welbourne improvements to the new culvert in Welbourne, to clean up the woods, remove the deadwood, and improve water flow/drainage. (Penny noted that Fredrik had visited the area after a rainstorm and observed adequate water drainage.) Motion seconded by Terri. Approved unanimously.
- Diane moved to approve Advantage Proposal # 4644 for Pear Tree re-treatment at a cost of \$3900. Only 26 trees now because a car took out one across from Austen Court. Terri seconded the motion; approved unanimously. Spraying will be done three times, as explained in the proposal.
- The Committee discussed a tree that died at the pond for an out-of-warranty replacement. The tree was installed as part of the grant project, but it died due to misunderstanding with the watering by a resident (it didn't get watered last year). Matt explained that it would be \$70 an hour to drag hoses in and water any replacement tree planted here, which would bring the total cost to around \$1000. Diane moved to decline the proposal and not replace the tree; Terri seconded. Approved unanimously.
- Pool House Landscaping at Lindenwood: Removal of two large diseased trees has left an open front area that will get more sunlight. Opportunity for grass and beds. Committee members are encouraged to visit the area and make suggestions for plantings. Penny recommended against a pollinator garden, given that the pool house entrance would experience heavy traffic during pool season, including possible bee-allergic residents. Renovations will be done at the pool houses in the fall, so construction activity should be considered in planting schedules. Cromwell Pool has dead trees in the back that might need to be removed. Any planting suggestions should be coordinated with the Facilities Committee.
- Pine Trees in CountrySide – a number of pine trees (14-15) came down in the past week's storms and high winds. Tim wants to get a survey done for the pines around homes and walking paths to see what we can be pro-active about, since most of our emergency tree work concerns the pine trees. Matt recommends establishing a plan to address pine trees and set aside budget to address them proactively. We have suggested a tree survey in the past, but it hasn't gotten into the budget yet. Diane requested that any lawn/pruning work leave the pine tags for mulch. There is a provision for emergency calls after hours and on weekends; owners should call the main office number (703-430-0715) and follow the recorded instructions for contacting PMP in an emergency.

**5) POND ISSUES**

- The Committee reviewed the proposal for fountain repairs after fishing line damaged the motor. Terri moved to approve AEC Estimate # 3096 for \$2,259.80; Diane seconded the motion. Approved unanimously. This expenditure will put us over the pond management budget but we can hopefully recover the overage in other areas.

**6) PMP REPORT**

- Monthly Financial, Major Projects, and Invoice Tracking reports were reviewed. We are currently charging snow removal efforts to the snow contingency fund, as there is not an operating budget line item for snow this year. Tim reminded the Committee that the snow removal contract calls for mobilization only when we hit 2" of snow; at that point, the trucks plow a single lane at first to allow emergency vehicles to come in, and then come back and do more lanes.
- Expected Expenditures reviewed; Tim will maintain the list.

**7) OLD BUSINESS**

- Request to move townhome parking space in Welbourne: Tim explained his proposal to switch one of the requesting resident's spots with a Visitor spot (we cannot justify switching with another resident's spot). If the resident agrees, the spots can be repainted when weather permits. Tim to contact resident with options; he will reiterate that if she is concerned about her safety and welfare, she must contact the sheriff's office, not the HOA.
- Update on the trail behind Nicholson Ct: A group (including representatives from the BOD, PMP, and Advantage) met to look at the trail. Tim will meet with representative from Rose Paving on Monday to discuss the cost to regrade and level out the trail. That trail is showing its age and needs improvement (unrelated to the Safe Routes to School changes). Hopefully the work can be incorporated in the Reserve project planned for later this year.

**8) NEW BUSINESS**

- Community Trash Cans: Many of the common area trash cans are damaged beyond repair, and like-for-like replacements aren't available. Tim proposes that we consider a phased replacement program; he'll investigate options for more durable cans (e.g., metal). Terri suggested we see if a deep forest green option is available.

## 9) INFORMATIONAL ITEMS

- Tree List was reviewed; this past weekend's winds took out 15 or more trees, and a few others that were in danger of falling were also removed.
- Update – Invasive Removal: ICP has finished the first round of treatments under the Loudoun County grant; that represents approximately \$18K of the roughly \$25K total. Once the area is inspected and approved by Soil & Water, our reimbursement will be processed. Follow-up treatments by ICP will be covered by the remaining monies in the original grant. Loudoun County has since approved additional funds for invasives removal; we can investigate whether we are eligible for another grant when the program details are available.

## 10) ADJOURN

- Terri moved to adjourn the meeting; Diane seconded the motion. Approved unanimously. Meeting Adjourned at 9:15 PM. Next meeting scheduled to be held remotely at **7:00 PM** on **Wednesday, March 19, 2025**.

**COUNTRYSIDE PROPRIETARY**  
**GROUNDS COMMITTEE MEETING MINUTES**  
March 19, 2025

**1) CALL TO ORDER**

- Meeting Called to Order via remote attendance at 7:05 PM.
- Attendees: Kumar Sangaran (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Ron McNulty (Morven), Mandy Miller (OakRidge), Tim Pope (PMP), Matt O'Donnell (Advantage Landscape), Penny Francke (BoD).
- Guests: Kyle Stuart; Members of the Parking Working Group (Dirk Johnson, Laura Bentzen, Matt Miller); Roddy Dean (Morven Director/Board Liaison to Parking Working Group)

**2) COMMITTEE ADMINISTRATION**

- Ron moved to approve the March 19, 2025, Agenda as written; Terri seconded the motion. Approved unanimously.
- Approval of February 19, 2025, Minutes. Deferred.
- Welcome Mandy Miller, new Oakridge Grounds Representative!
- Res. 233 Parking Working Group – Presentation of findings:

Laura Bentzen gave an overview of the efforts the Parking Working Group has made in the last 10-11 months. They put together a Parking Advisory Document that summarizes past inquiries into townhouse parking issues and why each of the prior suggestions didn't work, as well as reference information on the availability of townhouse assigned and Visitor parking. The Parking Working Group also conducted a Parking Survey with over 400 respondents. The group's conclusion was that most ideas suggested by residents would cost the community too much in terms of increased assessments, and that most respondents were in favor of the previous version of Resolution 233, which did not restrict curbside parking. During the March 13, 2025 meeting of the Parking Working Group, Dirk made a motion to permanently rescind the 2023 revision of Resolution 233, and to revert to the 2008 version with administrative updates as required; that motion was seconded by Matt Miller and passed with a vote of ten Yea's and one Nay.

Ron McNulty, as the lone dissenting vote, defended the 2023 resolution; he explained that the goal of the 2023 version was to address those who take advantage of the curbside spaces by leaving vehicles parked there for long periods without moving them, thus tying up the curbside parking spaces unfairly. For ease of reference, that situation was dubbed "planted vehicles" by the Parking Working Group. Ron reports that the "planted vehicle" phenomenon is rampant on Ludwell Ct, possibly due to a large number of renters. He also reported one vehicle with expired tags. Penny pointed out that the expired tags situation was addressed separately under both versions (2008 and 2023) of Resolution 233. Dirk said that while he had asked folks several times to suggest a specific definition of a "planted vehicle", none was forthcoming, so he developed his own criteria that suggested vehicles that didn't move from curbside parking areas. As part of the Working Group's

investigation, Dirk visited curbside parking areas in every townhouse neighborhood at various times of the day, his rationale being that he would repeatedly observe any vehicles that were “planted”. However, he didn’t see evidence of such “planted” vehicles except on Chelmsford Ct, which is a VDOT street and on one (1) townhouse street. In fact, he frequently observed areas of curbside parking that were totally open/unoccupied during the day, suggesting an absence of long-term “planted” vehicles. The Working Group’s conclusion was that while there may be occasional instances of “planted” vehicles, it was not a common or ongoing problem within CountrySide, and the Parking Resolutions should not try to restrict curbside parking, as such restrictions would have a significant negative and burdensome impact on the majority of townhouse drivers.

Dirk commented that curbside parking restrictions were unenforceable and would lead to selective enforcement. Penny disagreed and clarified that the curbside parking restrictions WERE enforceable, but that the cost to the CountrySide community would be significant, in that it would substantially increase the workload on PMP, and might require hiring of additional staff—which would result in increased assessments for townhouse residents.

Penny expressed the Board’s appreciation for the work done by the Parking Working Group, and for the work done by the previous working group. This current Working Group did a great job with the survey and the gathering of useful and specific data.

The Parking Advisory Document (which will be available on the CountrySide website) implores residents to not submit budget requests to add parking spaces, because the only scenarios that would make that possible (purchase of new land or reallocation of common ground) would require an affirmative vote of 2/3 of ALL CountrySide owners, and we know from recent experience that those levels of participation are not achievable.

Penny reported that during the last two budget cycles, the addition of PMP staff to increase parking enforcement efforts did not get any support, so that option was not budgeted. Also, in the last budget cycle, the suggestion to paint lines in the curbside parking areas to divide the space into discrete parking spots was ranked very low by both the Grounds Committee and by NAC, so that option was not budgeted.

Ron made a motion to oppose the Parking Working Group’s recommendation to the Board to return to the 2008 version of Resolution 233 with administrative updates. After no second, he withdrew his motion, but then subsequently made the same motion again. This time, Terri seconded the motion. Ron first opposed, then approved this motion; Terri voted to approve. Diane and Mandy voted to oppose the motion. As Grounds Committee Chair, Kumar had the tie-breaking vote and opposed the motion, so the motion failed.

Mandy made a new motion to accept the Parking Working Group’s recommendation to the Board of Directors and reinstate the 2008 version of Resolution 233, with administrative updates as required; Diane seconded the motion. Diane and Mandy voted to approve; Ron and Terri voted to oppose. As Chair/tie breaker, Kumar voted to approve. The motion passed, and the Parking Working Group’s recommendation will be forwarded to the Board of Directors. **Note:** the “administrative updates” to be made to the 2008 version include removal of references to Loudoun County decals (now obsolete); clarification of the location of the Tow Warning sticker (driver’s window, not the previous “driver’s passenger” window), and the addition of “car parked in a fire lane” to the reasons **any**

resident can request towing removal of a car by the Towing contractor. Diane expressed sympathy about the situation of curbside parking on Ludwell, but suggested that the community has spoken in the survey. Penny reminded the group to report violations of either of the Parking Resolutions (233 for residential parking, 234 for Commercial vehicles) to PMP, so that the proper enforcement actions can be taken.

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

- Request to add ability to call tow for cars parked in fire lane to AI's Towing contract.

Kyle Stuart, Foxfield resident, spoke about violators parking in fire lanes. He has called the towing contractor, but AI's had told him he wasn't authorized to have a violating car towed. Kyle requests a change to the contract. Tim and Penny had reviewed the AI's contract in preparation for this meeting. They agree that the contract wording is ambiguous, but since the contract is due for renewal shortly, this ambiguity can be corrected. Also, if the Board of Directors accepts the Parking Working Group's recommendation to revert to the 2008 version of Resolution 233 with the administrative changes noted above, the Resolution will provide for a resident to report fire lane violations under Section IX, bullet point B 4.

Kyle also reported that the first turn onto Bickel court is a bottle neck caused by cars parked in the curbside parking lane; this reduces sight lines and causes an unsafe situation. He provided a graphic illustrating the area of concern. Kyle is suggesting that the bottom side be turned into a fire lane. Terri, the Foxfield GC representative, says she had suggested painting this curb in the past, and she agrees it needs attention. Ron suggests we expedite the resolution of this issue; Terri mentioned that there is VDOT parking close by to alleviate any reduction in available parking. Tim to investigate the area and suggest possibilities to improve the safety of that entrance; to be discussed in April meeting.

### **4) ADVANTAGE ITEMS**

- Monthly Report reviewed. 8 Tree Days completed. Pear treatments ready to go in the next few weeks. Matt reminded the group that the next median on Countryside Blvd still has two pear trees; he asked if we wanted to do something this year to match the first island. Matt will discuss a white pine survey for our common areas with his tree person and will develop a proposal for the next meeting. Diane agreed to meet Matt and Tim at Cromwell Rd on March 25<sup>th</sup> at 1:30 PM to discuss planting ideas for the island there.
- Last year's watering agreement was around \$8K; Tim estimates we'll need \$9K this year because we'll have to add the median where we added trees and bushes. Those funds will need to come out of the Additional Landscaping budget line. While some of the plants at the pond are now acclimated, other plants have been eaten by deer, so it's not cost effective to water all of the plants at the pond. We stepped up watering at the plantings at the neighborhood signs and that seemed to be worthwhile. We should also consider adding gator bags where possible in the median plantings. Diane moved to accept Advantage Estimate #4733 for Watering at a cost NTE \$9,000; Ron seconded the motion. Approved unanimously.

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- Diane moved to accept Advantage Estimate #4734 for Spring Hydroseeding to touch up areas treated last fall for an amount NTE \$3980; Terri seconded the motion. Diane, Terri, and Mandy voted to approve; Ron voted against the motion. Motion carried 3 to 1.
- Mowing and Bush hogging to begin in April

### **5) POND ISSUES**

- Fountain repaired, replaced, and is working well.
- AEC's Pond management to begin in April and run through October. AEC will provide monthly reports.

### **6) PMP REPORT**

- Monthly Financial, Major Projects, and Invoice Tracking reports were reviewed.
- Expected Expenditures list being maintained by Tim.

### **7) OLD BUSINESS**

- Update on the trail behind Nicholson Ct. that connects the safe routes to school path the 777. Tim had Rose Paving come out and measure 260 ft long by 4 ft wide and will try to do the trail replacement earlier while school is out for the summer. They are confident they can get trail more level (i.e., eliminate the current "tilt" or incline).

### **8) NEW BUSINESS**

- Community Trash Cans – compiling locations and prices. Staff is putting together a list of locations. Tim is having trouble finding that original design. We used the last of the attic stock to replace the can that melted from the fireworks fire. He is looking at metal.

### **9) INFORMATIONAL ITEMS**

- Tree List – Advantage has been very busy with storm damaged removals (separate list). There is a separate stump bid RFP – to send out on Friday – to restore earth and top seeding. Advantage will be submitting a bid for a survey to identify problematic pine trees, which is a safety and liability issue.
- Update – Invasive Removal – Loudoun County grant. Jen Venable inspected the areas, and we have been reimbursed for the \$17,200 spent so far. We will work on another treatment and apply for reimbursement. It looks really good. Had to get a permit for one area on wetlands impact. Tim reminded the Committee that it still had its budgeted amount available for invasives treatment.
- Penny and Kumar signed a letter sponsored by LIRA to Governor Youngkin supporting legislation that would require retailers selling invasive species to post signage informing customers of the invasive nature.

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- Upcoming Projects to be Bid Out: trail pavement, concrete, stump removal (40-45 stumps) and revitalization of stump areas. Asphalt work targeted for September/October timeframe, with plans to be done by Halloween.

**10) ADJOURN**

- Ron moved to adjourn the meeting; Terri seconded the motion. Approved unanimously. Meeting Adjourned at 9:36 PM. Next meeting scheduled to be held remotely at **7:00 PM on Wednesday, April 16, 2025.**

**COUNTRYSIDE PROPRIETARY**  
**GROUNDS COMMITTEE MEETING MINUTES**  
April 16, 2025

**1) CALL TO ORDER**

- Meeting Called to Order via remote attendance at 7:06 PM.
- Attendees: Kumar Sangaran (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Mandy Miller (OakRidge), Ron McNulty (Morven), Penny Francke (BOD), Tim Pope (PMP), Matt O'Donnell (Advantage Landscape)

**2) COMMITTEE ADMINISTRATION**

- Ron moved to approve the April 16, 2025 Agenda as written; Diane seconded. Approved unanimously.
- Diane moved to approve the January 22, 2025 Minutes; Ron seconded. Approved unanimously.
- Diane moved to approve the February 19, 2025 Minutes; Mandy seconded. Approved unanimously.
- Terri moved to approve the March 19, 2025 Minutes; Ron seconded. Approved unanimously.

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

- None

**4) ADVANTAGE ITEMS**

- Monthly Report
  - Work Completed:
    - (1) 1 tree day so far, mulching, hydroseeding, winter rejuvenation pruning, and Welbourne woods cleanup. They did a bit of tall pruning of the tall grasses at the neighborhood signs. They will flush out.
    - (2) The winter rejuvenation will look really good. Advantage did more than originally planned. They uncovered an ugly, half-dead juniper in Morven at Paxton near the bike path and Matt recommends removing it on a tree day.
    - (3) Welbourne woods clean up at the drainage culvert on the new "Safe Routes to School" trail looks great.
    - (4) Regular season mowing has begun. Matt warns that it will take 2-3 mowings before the overall CountrySide property is back in shape. Subsequent mowings will drop the blades lower for a closer cut. Matt reminds us that we will see dandelions in this early season due to our decision to stop herbicide treatments, but he says after a few weeks of mowing, the dandelions won't be as apparent.

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- (5) Advantage will be doing turf fertilization later in the month. They're doing leaf mulching at the neighborhood signs so perennials will come up and not be buried in the mulch.
- The Committee discussed Advantage Proposal #4837, Landscape improvements at the Cromwell Median Island where accidents damaged the plantings at the Countryside Boulevard intersection. Matt, Tim and Diane met and worked on a design concept.
  - (1) Ron had a question about warranty and watering. The proposal contains their standard plant warranty, saying customer is responsible for watering to maintain warranty. At the last meeting, we approved a separate watering contract that will cover this median, in addition to the signs and the entry plantings. Not a problem to water here because we are already watering the new native plantings on the nearby CS Blvd median. Matt clarified that the Cromwell plantings, and any new plantings purchased while we have a Watering contract, will be covered. Penny asked Matt to memorialize this discussion in an email – that as long as we have that active watering contract, we are covered.
  - (2) Penny asked about sight lines around the Cromwell median, given the traffic around the shopping center, school, and pool. Matt said the current plantings (set to be removed) are more of an impediment, and that the four proposed Sweetbay Magnolias (Magnolia Virginiana) will be set back some, so that overall visibility will be improved.
  - (3) Diane moved to approve Estimate #4837 in the amount of \$3872; Terri seconded. Approved unanimously.
- Advantage has submitted Proposal #4779 for a Common Ground White Pine Tree survey as requested by the Committee; Tim will need to get competitive bids before we move forward on that survey.
- The Committee discussed Advantage Proposal #4840, covering landscape improvements at the wood line of the natural woods' edge along the backs of units on Vandercastel Road behind Countryside Elementary School. This area has become greatly overgrown and needs clean up. \$2800 to cut back invasive vines. Tim pointed out that this work could be done under the GC's invasives line in the Operating Budget. Terri moved to approve Estimate #4840 in the amount of \$2800; Diane seconded. Approved unanimously.
- Tim reminded Committee members to submit their input (for those who haven't yet done so) on those areas of his/her neighborhood that need attention in turf renovation. Penny clarified that the Board specifically broke out the \$20K line item in the budget for turf renovation so that we could establish a schedule to address areas deeper in the community, as opposed to work done on CSide Blvd and Algonkian; the hope is to set up a rotation for treatment so that eventually all neighborhoods will benefit from the same type of attention given to the main thoroughfares through our community. Input has to be submitted to Tim/vendors by end of May at the latest, to allow for proposal generation, competitive bids, etc. for Fall treatments.
- Penny asked Tim to continue to maintain a list of work done by neighborhood and track costs, to ensure equitable distribution of budgeted funds throughout the community.

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- Remaining budget in Additional Landscaping, after tonight's approved proposals, is \$26,745. This will need to cover Fall flowers, any landscaping renovations at the pools, and any additional work on the remaining sections of CSide Blvd. Penny asked the Grounds Committee to coordinate with the FAC on landscaping ideas for the pools.
- Matt announced that he will retire at the end of August. Advantage has hired Connor Feehan to assume Matt's role with CountrySide; Matt will work with Connor on the transition. Matt expressed how much he enjoys working with CS. Advantage's production managers assigned to CountrySide will remain the same.

### 5) POND ISSUES

Pond Management Report AEC's first report of the season shows the pond in good shape; they treated for some algae.

### 6) PMP REPORT

- Monthly Financial, Major Projects, and Invoice Tracking reports were reviewed. The grant work on invasives to date has been reimbursed; that will show up on next month's Financial report. We will exceed the budget total for the pond, due to the fountain repairs, so we'll need to compensate by being under budget in some other area. Tim hopes to move up the asphalt work on the trail behind Nicholson Ct to be done while school is out for the summer.
- Tim is maintaining the Expected Expenditures spreadsheet to track commitments versus Budget; he'll add a category for Invasives Removal.

### 7) OLD BUSINESS

- The Committee discussed the request for fire lane extensions/modifications on Bickel Ct. As a reminder, the request for fire lane extensions was made by Foxfield residents based on safety concerns (see March 2025 Grounds Minutes for further details). Tim confirmed that the curb painting can be done by PMP staff. Terri made a motion to modify the south entrance to Bickel Ct (from Spotswood Rd) to include fire lane restrictions on both sides of the road (i.e., extending the fire lane on the right, and converting the left side of the entrance from curbside parking to a no-parking/fire lane area). Ron seconded the motion. Terri pointed out that there was additional parking available on adjacent VDOT streets to compensate for the lost spaces on Bickel, and that this intersection had been a safety issue for years, especially with the proximity to the tot lot. Motion approved unanimously. PMP will plan an email blast to Foxfield that provides residents sufficient time to comment at both Grounds and Board meetings before the changes go into effect; the announcements will stress the safety aspects of the change. Ron suggested that notices of the proposed change should also be posted on the nearby mailboxes
- Return to Community Turf Rejuvenation Project: see notes above.

## 8) NEW BUSINESS

- Stump Removal: Terri moved to accept Advantage's bid for removal of 52 stumps, to include grinding to below surface, removal, and hydroseeding to remediate the stump area, for an amount NTE \$15,000 (to cover additional stumps, if identified); Ron seconded the motion. Approved unanimously.

## 9) INFORMATIONAL ITEMS

- Tree List reviewed; additions include a large tree at 18 Huntley; three tall pines near 31 Berkeley.
- The Invasives Removal work done under the Loudoun County grant was finished last month and looks good. Some areas, notably the bamboo, may require a follow-up treatment; we have about \$5K of grant money left for that second treatment.
- Tim provided an update on our prior contact with the Virginia Department of Forestry. We had worked with Lindsey Long, but she is apparently no longer there. Penny noted the initial hope was that they could provide a survey for the overall health of trees in CountrySide. Tim will try to get the Department to advise on how we move forward with the report we'd been promised. Ron asked Tim to enquire whether Advantage has a trained arborist on staff.
- Pest Issues: Tim suggested that come budget time, we may need to request additional funds for Pest Control in 2026, based on recent instances of a significant yellow jacket infestation at Lindenwood Pool, wasps at gazebo at Parkway Pool, and multiple issues with bald faced hornets.
- Upcoming Projects to bid out include the white pine tree survey, and asphalt pavement and concrete work.
- Kumar thanked the team for a good meeting with all members working well together!

## 10) ADJOURN

- Terri moved to adjourn the meeting; Diane seconded the motion. Approved unanimously. Meeting adjourned at 8:44 PM. Next meeting scheduled to be held remotely at **7:00 PM on Wednesday, May 21, 2025.**

**COUNTRYSIDE PROPRIETARY**  
**GROUNDS COMMITTEE MEETING MINUTES**  
May 20, 2025

**1) CALL TO ORDER**

- a. Meeting Called to Order via remote attendance at 7:02 PM.
- b. Attendees: Kumar Sangaran (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Mandy Miller (OakRidge), Christine Lucas (Belmont), Penny Francke (BOD President), Tim Pope (PMP), Matt O'Donnell (Advantage Landscape), Connor Feehan (Advantage Landscape)
- c. Absent: Ron McNulty (Morven)

**2) COMMITTEE ADMINISTRATION**

- a. Diane moved to approve the May 20, 2025 Agenda as written; Terri seconded. Approved unanimously.
- b. Terri moved to confirm the e-vote approval of the April 16, 2025 Minutes; Mandy seconded. Diane, Terri, and Mandy all voted to approve; Christine abstained. Motion carried.
- c. The Grounds Committee welcomes Christine Lucas! Christine is an OakRidge member who will be serving as the Belmont representative on Grounds.

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

- a. None.

**4) ADVANTAGE ITEMS**

- a. Monthly Report: Matt introduced Connor Feehan, who will be replacing Matt as CountrySide's Advantage point of contact when Matt retires in August. Connor comes to us with 6-7 years of landscaping experience, having majored in Environmental Science and Resource Management. Matt reviewed the monthly report, commenting that 2 of the 5 tree days were "crane days", with large trees being removed. June will see bush-hogging and the beginning of trail maintenance and drain trimming. Horsepen Run mowing will happen once every 3-4 weeks.
- b. Update on Projects: Annual flowers are expected to be installed within the week. The first pear treatment was 4/18, the second treatment is yet to be scheduled. The work on the Cromwell median is due within a week. Turf rejuvenation was completed.
- c. Stump grinding is underway and is weather-dependent.
- d. PMP has received multiple reports of Trees of Heaven in the common areas behind townhouses on Sulgrave Ct (both sides of street). The Committee discussed Advantage's plan to leave the cut-down trees in common area, but Matt explained it would double the cost of removal to include haul-away, and we'd only be able to treat half as many trees for the same price; the Committee will evaluate this approach of leaving the cut trees for this initial removal treatment. Diane moved to approve Advantage Estimate #5048 in the amount of \$4900 for Tree of

## **Grounds Committee Meeting Minutes**

**May 20, 2025**

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Heaven removal behind Sulgrave; Mandy seconded. Approved unanimously by those present. The Committee suggested that Tim reach out to LIRA for any advice on our removal efforts.

- e. Recent drainage pipe repairs at Parkway Pool left an area of damaged turf near the tot lot that needs to be repaired/restored, with stone and debris to be removed. Terri moved to accept Advantage Estimate #5049 in the amount of \$1200; Mandy seconded. Approved unanimously by those present.

### **5) POND ISSUES**

- a. The AEC Pond Management report was reviewed. After algaecide treatment in April and May, the pond looks to be in good shape, with both the diffused aeration system and the fountain working. Dissolved oxygen levels were slightly low, probably due to recent thunderstorm activity,

### **6) PMP REPORT**

- a. Monthly Financial, Major Projects, and Invoice Tracking reports were reviewed.
- b. Expected Expenditures reviewed against budget.

### **7) OLD BUSINESS**

- a. The committee discussed turf and ground maintenance issues across various neighborhoods, with Mandy and Terri providing detailed reports on bare spots and tree-related problems in Oak Ridge and Foxfield; input on Morven (submitted by Ron) and Oatlands (submitted last year by Tim Shamble) will also be considered. Per previous Grounds discussions, Grounds has adopted a rotating approach to turf rejuvenation throughout the seven neighborhoods, tackling 2-3 neighborhoods each year. Tim will obtain quotes from Advantage for the areas identified by Grounds Committee members.
- b. A fallen pine tree destroyed one of the new benches installed on Countryside Blvd. The Committee discussed whether to replace the bench, but shipping costs for a single bench are prohibitive. Tim will see if we can get a better shipping deal if we add items like trash cans (which we know we need). But any bench replacement will be deferred unless we can improve the shipping cost economics, and replacement trash cans are the more urgent need.

### **8) NEW BUSINESS**

- a. Christine suggested that we consider installing an additional trash can on Chelmsford Ct. There's an existing dog waste supply station by Algonkian Parkway, but further down on Chelmsford, past Finchingfield and towards the tot lot, is a popular area for residents to walk their dogs and for dogs to leave deposits; an additional trash can would be welcome here, so that dog owners can deposit trash more conveniently. Tim will ask our Maintenance guys to look at the stretch on Chelmsford and see if they can recommend a location for an additional trash can. The group also discussed how biodegradable/compost-friendly dog waste bags lost most of their environmental advantage in applications like ours, where the biodegradable bag is deposited in a larger plastic trash bag, which then inhibits the degradation of the dog waste bag.

This is part of the reason the Grounds Committee didn't choose biodegradable bags when it re-evaluated its dog waste bag purchases several years ago. Residents are reminded that the community-supplied dog waste bags are meant for emergencies, but that normal/routine supplies are expected to be provided by the dogs' owners.

## **9) INFORMATIONAL ITEMS**

- a. Tree List and Storm Clean-up List were reviewed.
- b. On the Invasive Removal project, IPC is due to visit within a week to see if a second treatment is needed for the grant area. Tim will let us know the results, but there is additional grant money left if a second treatment is recommended.
- c. Upcoming Projects: Tim will be getting bids on pavement and concrete repairs. One goal is to repair the section of trail behind Nicholson while school is out during the summer, to minimize the impact on the Safe Routes to School walkways.

## **10) ADJOURN**

- a. Diane moved to adjourn the meeting; Terri seconded. Approved unanimously by those present. Meeting adjourned at **8:35 PM**. Next regular meeting is scheduled to be held remotely at **7:00 PM** on **Wednesday, June 18, 2025**.

**COUNTRYSIDE PROPRIETARY**  
**GROUNDS COMMITTEE MEETING MINUTES**  
June 18 2025

**1) CALL TO ORDER**

- a. Meeting Called to Order via remote attendance at 7:01 PM.
- b. Attendees: Kumar Sangaran (Chair), Terri Hess (Foxfield), Mandy Miller (OakRidge), Ron McNulty (Morven), Penny Francke (BOD), Tim Pope (PMP), Matt O'Donnell (Advantage Landscape), Connor Feehan (Advantage Landscape).
- c. Absent: Diane Blunt (Welbourne), Christine Lucas (Belmont)

**2) COMMITTEE ADMINISTRATION**

- a. Terri moved to approve the June 18, 2025 Agenda as written; Mandy seconded. Approved unanimously by those present.
- b. Mandy moved to approve the May 20, 2025 Minutes as written; Terri seconded. Approved unanimously by those present.

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

- a. None Present

**4) ADVANTAGE ITEMS**

- a. Connor and Matt reviewed the Advantage Monthly Report. Pear treatments, trimming along trails, shrub trimming, and bush hogging are all upcoming, with some rain delays affecting the schedule.
- b. Update on Projects: Landscaping at the pool houses was discussed; Matt suggested that Cromwell was most in need of an update, with its scraggly bushes and boxy hedges at the entrance. Lindenwood and Parkway could also use a refresh. Team members will meet with Tim and Advantage at the pool houses to suggest improvements. The Committee also agreed to defer any additional work on the Countryside Blvd median for now, until there's more clarity around what the County's "road diet" suggestion will mean for this thoroughfare. Treatment of the Trees of Heaven on Sulgrave is anticipated to finish up in the next few days.
- c. Update on Stump Removal: The stump grinding has been completed, although the seeding is being delayed to give it a better chance of taking.
- d. Fall Annuals: Matt advised that we should pick the fall flowers by June 30th. Ron moved to accept the Advantage recommendation for the viola mix for a price NTE \$3,600; Terri seconded. Approved unanimously by those present.
- e. Turf Rejuvenation: The Advantage proposal for turf renovation was discussed. The proposal concentrated on the areas specified by Grounds Committee members. Matt and Ron discussed the fact that the proposal did NOT address leveling at the top of the retaining wall in Morven,

which Ron emphasized was a good approach—we don't want the weight of additional dirt/turf affecting the stability of the wall. Terri moved to accept Advantage Proposal #5157 for turf renovation for an amount NTE \$20,000; Ron seconded the motion. Approved unanimously by those present. This work will address all areas targeted by GC members this year; next year can target new areas.

**5) POND ISSUES**

- a. Pond Management Report reviewed; pond is in good shape. Penny mentioned that Tim has asked the Reserve Study analysts to look at the pond and offer advice on whether the pond and its equipment (fountain, aerators, etc.) should be included in the Reserve Study update underway.

**6) PMP REPORT**

- a. Monthly Financial, Major Projects, and Invoice Tracking reports were reviewed.
- b. Expected Expenditures reviewed

**7) OLD BUSINESS**

- a. Cside Blvd Bench Replacement and Trash Cans: The Committee discussed Tim's updated cost information. Ron suggested that Tim might be able to get better pricing on the trash cans with a more local supplier; Ron will contact Tim with suggestions on local sources.

**8) NEW BUSINESS**

- a. Discussion – Pool House Landscaping: See above

**9) INFORMATIONAL ITEMS**

- a. Tree List: Tim continues to manage this, and keep it short.
- b. Spotted Lantern Flies on the uptick; informational brochure included in Grounds packet.
- c. Update – LIRA Invasive Removal: IPC was back out to perform a second treatment where needed. This will use up all of the funds given to us under the grant. LIRA has informed us that additional grants may be available later this year.
- d. Upcoming Projects to Bid Out
  - a) Pavement – Request for Proposal sent out. The scope will include parking lines in Foxfield being repainted.
  - b) Pine Survey – Request for Proposal to be sent out later this week.

**10) ADJOURN**

- a. Ron motioned to adjourn the meeting; Mandy seconded the motion. Approved unanimously by those present. Meeting adjourned at 8:16 PM. Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, July 16, 2025.**

**COUNTRYSIDE PROPRIETARY  
GROUNDS COMMITTEE AGENDA  
July 16 2025**

**1) CALL TO ORDER**

- Meeting Called to Order via remote attendance at 7:01 PM.
- Attendees: Penny Francke (BoD), Diane Blunt (Welbourne), Terri Hess (Foxfield), Mandy Miller (OakRidge), Christine Lucas (Belmont), Ron McNulty (Morven), Tim Pope (PMP), Matt O'Donnell (Advantage Landscape), Connor Feehan (Advantage Landscape).
- Absent: Kumar Sangaran (Chair)

**2) COMMITTEE ADMINISTRATION**

- Ron moved to approve the July 16, 2025 Agenda; Terri seconded the motion. Approved unanimously.
- Terri moved to approve the June 18, 2025 Minutes; Mandy seconded. Approved unanimously.

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

- None present.

**4) ADVANTAGE ITEMS**

- Matt and Connor reviewed the highlights of Advantage's Monthly Report. All planned stump grinding has been completed, but seeding of those areas is being delayed until Fall, for better results. Bush hogging, drain and trail trimming will all continue, but it's weather dependent. The approved turf renovation will be done in September/October. Further work on the CountrySide Blvd median will be deferred until next year, when we will hopefully have more clarity about the County and VDOT plans for this thoroughfare. Soil testing will be performed in the next month or so, with results hopefully available for the August meeting. If the pH suggests that we need further lime treatments, Matt suggests we budget those for 2026.
- Update on Projects
  - a) Several stands of Tree of Heaven were removed in OakRidge. Terri reported a large stand of Tree of Heaven in Foxfield near the entry sign; Tim will investigate.
  - b) Pool House Landscaping: Connor will be submitting an itemized proposal, with various plant palette choices; the proposal will be structured to allow the Committee to mix and match plant choices according to their preferences and budget. The proposal should be ready for the August meeting.
  - c) White Pine survey: Tim is still gathering competitive bids.
- This is Matt O'Donnell's last meeting with CountrySide, as he's retiring. He'll be available for questions through August. Penny, Tim, and the Grounds Committee thanked Matt for his

expertise and diligent management of CountrySide's landscapes. Matt told us how much he has enjoyed working with CountrySide.

- Committee members were reminded to report any landscaping areas of concern (damaged trees or common area, overgrown trails, etc.) to Tim throughout the month, providing as much specific information as possible, including exact locations.

#### **5) POND ISSUES**

- AEC continues to report that the pond is in good shape; on the June visit, they treated both the algae and some parrotfeather that was growing at from edge of the pond.

#### **6) PMP REPORT**

- Monthly Financial, Major Projects, and Invoice Tracking reports were reviewed. The final reimbursement on the Invasives grant came through from the County, which finishes up the first grant. The Committee was reminded that budget suggestions submitted by the community in August would be reviewed and ranked by the appropriate committee in September. Penny reviewed the Budget process for new Committee members.
- Expected Expenditures reviewed to ensure we stay within budget.

#### **7) OLD BUSINESS**

- Benches and Trash Cans: The Committee reviewed a proposal from Guernsey. Tim explained that we currently have 38 cans in total, with about 20 in rough shape, and 5-10 which need replacement as soon as possible. Tim will get quotes for trash cans only (no bench replacement) to compare against available funds.
- HPR bridge is completed.

#### **8) NEW BUSINESS**

- Pavement Bids: Tim is awaiting a third bid; he anticipates the Committee will be able to review and vote at the August meeting. Christine noted that the yellow paint on curbs seems to chip and peel off, and she wonders if there's a better product we could use. Tim will look into it.
- Tim has the Bickel Ct fire lane reorganization scheduled for the next day or so, weather permitting. Residents in the area were notified, and signs and cones were laid out to alert residents to the coming changes.

## 9) INFORMATIONAL ITEMS

- Work on the Tree List was delayed due to rain, but will continue as weather permits.
- Invasives Grant Update: IPC completed the second round of treatments where required; that work has been billed and reimbursed by the County, wrapping up the first grant. The areas treated include (1) Rokeby behind Moss Road (2) the trail area off Rutherford and (3) the long area of various invasives along Algonkian between the two ends of McPherson Circle.
- Upcoming Projects: Asphalt Pavement/trails and White Pine Survey both out for bid.

## 10) ADJOURN

- Terri moved to adjourn the meeting; Mandy seconded the motion. Approved unanimously. Meeting adjourned at 8:20 PM. Next meeting is scheduled to be held remotely at **7:00 PM on Wednesday, August 20, 2025.**

**COUNTRYSIDE PROPRIETARY**  
**GROUNDS COMMITTEE MEETING MINUTES**  
August 20, 2025

**1) CALL TO ORDER**

- Meeting Called to Order via remote attendance at 7:06 PM.
- Attendees: Kumar Sangaran (Chair), Penny Francke (BoD), Diane Blunt (Welbourne), Terri Hess (Foxfield), Mandy Miller (OakRidge), Christine Lucas (Belmont), Ron McNulty (Morven), Tim Pope (PMP), Connor Feehan (Advantage Landscape).

**2) COMMITTEE ADMINISTRATION**

- Terri moved to approve the August 20, 2025 Agenda; Ron seconded the motion. Approved unanimously.
- Terri moved to approve the Minutes of the July 16, 2025 meeting; Ron seconded the motion. Approved unanimously.

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

- None Expected At This Time

**4) ADVANTAGE ITEMS**

- Monthly Report: Connor Feehan reported that Advantage had completed all standard mowing, the bush hogging, drain and trail trimming, and 4 tree days. Stump grinding is tentatively scheduled to start the first or second week in September; turf renovation is scheduled for the September-October timeframe. Pansy installation will happen in October; pH soil testing is planned for the week of August 25<sup>th</sup>. given by Connor Feehan
- Pool House Landscaping: Connor provided proposals, but still to come are the “plant palettes” that will describe a vision for each pool house grounds. Connor has structured the proposals to allow a “cafeteria-style” selection of the different line items, so that the Grounds Committee can pick and choose/mix and match various options. Penny pointed out that our budget won’t allow us to accept all of the suggestions made; we may have to do some improvements now, and some at a future date.

**5) POND ISSUES**

- Tim presented the Pond management report, noting that AEC did a treatment on August 6<sup>th</sup>, and another treatment on August 20<sup>th</sup>. A 2-yr maintenance check was done on the diffuser. This is Year One of AEC’s three-year bid; we’ll be voting on next year as the option year at the November meeting.

## **6) PMP REPORT**

- Monthly Financial, Major Projects, and Invoice Tracking reports were reviewed. The \$700 showing for Invasives will be adjusted for next month to reflect the reimbursed funds from the last of the grant work.
- Expected Expenditures reviewed. Tim noted that we have paid a portion of the stump removal charges, and we'll pay for the hydroseeding when they do the turf rejuvenation. Maintenance and review of the Expected Expenditures spreadsheet helps to prevent overspending. For example, it tells us that if we were to take all of the pool landscaping proposals, we would be over by \$8K, so we'll need to either reduce the scope, or spread the work over multiple years.
- We may be slightly over the budget line for the pond, due to the fountain repair, but we should have some savings elsewhere to cover the overage.

## **7) OLD BUSINESS**

- Trash Cans: The Grounds Committee discussed options for replacement trash cans; some members forwarded links for suggested alternatives. Penny mentioned that the updated Reserve Study might include trash cans, so she will explore the possibility of having this year's purchase of replacement cans treated as a Reserve expenditure. Benches are not included in the Reserve Study; the Committee will have to decide whether to spend more of their budget this year on replacing the new bench that was destroyed by a falling tree.

## **8) NEW BUSINESS**

- Asphalt/Pavement work: The Committee reviewed the four bids obtained by Tim. Tim pointed out that the concrete culvert bridge at parkway is in need of repair, but it will require a permit because it is over a stream that leads to the Potomac and sediment can get into the stream. Tim therefore removed the concrete portion of that bridge from the scope of the work for this project, deferring it until next year to allow time for permitting. Tim will also try to find the records/history of what organization (county? state?) did previous work on that section of the stream and left the unattractive concrete reinforcements along the banks, in hopes of getting those repaired. Terri moved to award the asphalt paving work to Rose Paving (formerly NVM) for a cost NTE \$123,000; Diane seconded the motion. Approved unanimously. Penny noted to Diane that this work includes a portion of the trail behind Nicholson Ct that connects the Safe Routes to school path with Route 777, since Diane had raised concerns about that trail previously.
- Townhouse parking space numbers need repainting, especially on Vandercastel in Welbourne. Tim will investigate whether the work can be done by the PMP maintenance crew.
- Christine reported that there is water damage/cracking at the far end of Finchingfield Court. The curb is damaged due to delivery trucks turning around at the dead end. Also, the drainage coming down the hill along Finchingfield street needs to be trenched to divert the rocks. Tim to investigate.

- White Pine Survey: THE Committee discussed the three bids on the White Pine survey. Penny volunteered to see if the Board of Directors was willing to share costs on this survey by covering a portion of the cost from the Storm Damage Contingency fund; the rationale is that this is preventive maintenance to hopefully help avoid needing to use funds from that contingency account by identifying dangerous trees before they fall and contribute to an insurance claim. However, Penny cautioned the Committee to make the decision on the survey based on the assumption that the entire cost would be charged to the Grounds Operating Budget for Tree Removal. Terri motioned to award the business to Advantage for a cost NTE \$14K; Mandy seconded the motion. Approved unanimously. The survey will cover visible White Pine trees in common areas, where fallen trees can cause damage to people and property, not deep in wooded areas.

## 9) INFORMATIONAL ITEMS

- Tree List was reviewed.
- The Committee discussed a resident's claim that she was told a tree removed from near her house would be replaced. It wasn't clear who could have told her this, as anyone familiar with the Grounds budget would be aware that we do not have any budget for replacement trees (although this would be a good Budget Request). The group discussed how to handle offers from community members to plant trees in common area, but the issue is who is then responsible for the maintenance of the "donated" tree; as we learned from the grant trees planted by the pond, there has to be a budget for ongoing watering and care, after the tree is planted.
- Upcoming Projects
- Penny asked the Committee members to consider taking the lead as a point person with LIRA, both from an information-source perspective, and as a possible lead in grant applications, especially since Loudoun County will be sponsoring additional grants this fall. Tim will present our successful outcome with the Invasives grant to a joint LIRA/Board of Supervisors meeting next week.
- Questions about the best way to address Tree of Heaven were discussed. Penny has forwarded a number of emails from LIRA (Loudoun Invasives Removal Alliance) members, who seem to suggest that an effective approach is to cut/bore/slash the trunk of the tree, then introduce herbicide into the trunk through the open "wound". LIRA is a great resource and offers many training opportunities, and Committee members were encouraged to visit the LIRA website (<https://www.loudouninvasives.com>) and/or contact IRA themselves.

## 10) ADJOURN

- Terri moved to adjourn; Ron seconded the motion. Approved unanimously by those present (Christine had left a bit earlier). Meeting Adjourned at 8:42 PM Next meeting scheduled to be held remotely at **7:00 PM on Wednesday, September 17, 2025.**

**COUNTRYSIDE PROPRIETARY  
GROUNDS COMMITTEE AGENDA  
September 17, 2025**

**1) CALL TO ORDER**

- a. Meeting Called to Order via remote attendance at 7:02 PM.
- b. Attendees: Penny Francke (BoD), Diane Blunt (Welbourne), Terri Hess (Foxfield), Mandy Miller (OakRidge), Christine Lucas (Belmont), Tim Pope (PMP), Connor Feehan (Advantage Landscape).
- c. Absent: Kumar Sangaran (Chair), Ron McNulty (Morven)

**2) COMMITTEE ADMINISTRATION**

- a. Terri moved to approve the September 17, 2025 agenda as written; Mandy seconded the motion. Approved unanimously by those present.
- b. Terri moved to approve the Meeting Minutes of the August 20, 2025 meeting as written; Mandy seconded the motion. Approved unanimously by those present.

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

- a. None Present

**4) ADVANTAGE ITEMS**

- a. Monthly Report: Connor Feehan reviewed the Advantage monthly report with the Committee. As mowing comes to an end and leaves begin to fall, the Advantage crew has greater visibility to areas of the community needing attention. Pending projects to be scheduled include the seeding at stump grindings and the turf renovation (which will likely occur at the end of September, dependent on weather (Connor might move it up in the event of favorable rain conditions). The White Pine survey will be scheduled with Advantage's arborist (date TBD). Diane requested that Connor and Tim take a look at the area behind Nicholson Ct where Advantage had trimmed back the area by the woodline; she reported that since the cutback, the cleared area had not been mowed—in fact, debris left in place was probably preventing access by the mowers. Connor promised to investigate and address.
- b. Pool House Landscaping: Advantage proposals were reviewed by the Committee. Tim and Penny cautioned the team that the budget could not accommodate doing ALL of the proposed work this year without depleting the remaining budget, leaving no funds for anything else this year. Connor advised that winter rejuvenation work could certainly be postponed until a future date. After some discussion about mixing and matching various options, the Committee decided on a scope of work for this year:
  - 1) Diane moved to accept Advantage proposal 5352 for plantings at the Lindenwood Pool house in an amount NTE \$3600; Terri seconded the motion. Approved unanimously by those present.

- 2) Diane moved to accept Advantage proposal 5356 for plantings at the new Lindenwood and Cromwell Pool signs in an amount NTE \$1900; Terri seconded the motion. Approved unanimously by those present.

## **5) POND ISSUES**

- a. Pond Management Report: Tim reviewed the Pond report from AEC, noting that all conditions looked good.

## **6) PMP REPORT**

- a. Monthly Financials were reviewed. Tim will check on when we last purchased Dog Waste Station bags, as the YTD budget doesn't reflect any purchases this year. Tim will check inventory to see if we need to place an order before year-end.
- b. Major Projects List: Asphalt work is being scheduled; Tim reported that he was able to expand the scope to include the Finchingfield curb repair (reported by Christy last month).
- c. Invoice Tracking reports reviewed.
- d. Expected Expenditures reviewed. Tim reported that we might run short on Storm Damage, but there is a contingency fund to cover unexpected/unusual storm damage. Tim anticipates we have enough tree days left to cover normal removals for the rest of the year.

## **7) OLD BUSINESS**

- a. Trash Cans: The Committee reviewed pricing on several alternative trash cans; a special note of thanks to Terri for researching various cans and sending the information on to Tim and the Committee! After some discussion of the various pros and cons of the different styles (including being able to anchor the cans in place, capacity sufficient to maintain the current schedule for trash collection by our maintenance team, whether standard Rubbermaid trash cans could be inserted to make collection and bag switch-out easier for the maintenance team, and, of course, appearance of the can), the team agreed that the 36-gallon "Diamond Steel" in green was the best choice to replace the current wood-sided trash cans. Diane moved that Tim order ten (10) green 36-gallon Diamond Steel trash cans at a cost NTE \$4,900; Terri seconded the motion. Approved unanimously by those present. NOTE: These new trash cans represent a savings of about 40% over the old style trash cans, so thanks again, Terri!

## **8) NEW BUSINESS**

- a. 2026 Budget: Committee members were asked to review the budget requests in the spreadsheet on the Google Drive; Tim will check to make sure the columns for ranking scores, along with the instructions for rankings, are posted with the spreadsheet. Committee input should be submitted to Tim by October 2<sup>nd</sup>, so the input can be shared with NAC.
- b. A resident phoned Tim with a request to paint the curb across from 30 Devon Ct yellow to restrict all parking along that section of curb. Tim investigated and confirmed that there's currently just a small section of curb there that is NOT yellow (approximately 2-3 parking spaces long), and that when cars are parked there, homeowners would have significant

difficulty backing out of their assigned parking spaces along the sidewalk. Terri moved to have PMP paint the currently unmarked section yellow to designate the entire run of curb “No Parking”; Christy seconded the motion. Approved unanimously by those present.

## **9) INFORMATIONAL ITEMS**

- a. Tim Pope delivered a presentation to LIRA and Board of Supervisors representatives who were gathered to kick off the next round of grants to combat invasive species; Congratulations and Thanks, Tim! Tim and Penny will work on an application for a grant to address further treatments on the invasives treated under the first grant, as Tim believes that will give us the best shot at a second grant. Further “rounds” of grant applications will follow in later months.
- b. Tree List was reviewed without issue.

## **10) ADJOURN**

- a. Terri moved to adjourn; Mandy seconded the motion. Approved unanimously by those present. Meeting adjourned at 8:55 PM. Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, October 15, 2025.**

**COUNTRYSIDE PROPRIETARY**  
**GROUNDS COMMITTEE MEETING MINUTES**  
October 22, 2025

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:04 PM.
- b) Attendees: Kumar Sangaran (Chair), Penny Francke (BoD), Diane Blunt (Welbourne), Mandy Miller (OakRidge), Christine Lucas (Belmont), Ron McNulty (Morven), Olsen Salgado (Rokeby), Tim Pope (PMP), Connor Feehan (Advantage Landscape).
- c) Absent: Terri Hess (Foxfield), Raub Dakwale (Oatlands – new)

**2) COMMITTEE ADMINISTRATION**

- a) Welcome New Members! – Raub Dakwale (Oatlands) and Olsen (OJ) Salgado (Rokeby)!
- b) Ron moved to approve the October 22, 2025 Agenda as written; Mandy seconded the motion. Approved unanimously by those present.
- c) Ron moved to approve the revised Minutes of the September 17, 2025 meeting; Christy seconded the motion. Approved unanimously by those present

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

- a) None present.

**4) ADVANTAGE ITEMS**

- a) Connor reviewed the Advantage Monthly Report: Mowing is expected to finish up the first or second week in November; leaves are being mulched with the mowing. Stump grinding, fall flowers, and turf rejuvenation completed. Pending work includes soil testing, the white pine tree survey, and the landscaping renovations at Cromwell and Lindenwood pools. The Nicholson Ct wood line reduction done in the Spring needed some additional cutback; Connor will try to wrap it into the regular bush hogging schedule (it's always been on the list, per Diane), but it will be difficult to maintain as there's a significant amount of stone, rock debris, and tree branches. The committee discussed sending an email blast to that section of Welbourne to remind them of "no dumping" of yard waste, especially since the cleanup uses assessment dollars.

Ron asked about the seeding near the Powell Court retaining wall and Ludwell Ct; Connor will check to make sure it was included in the seeding.

Connor advised that the vendor for the spring/summer selections has not sent Advantage a catalog yet; we may need to choose selections via e-vote.

**5) POND ISSUES**

- a) Pond Management Report – October visit is late in the month since it is the last visit of the year. Report will be available at the October meeting.

**6) PMP REPORT**

- a) Monthly Financial, Major Projects, and Invoice Tracking reports were discussed, with Penny providing budget background for newer members. Penny also reported that she'd discovered an invoicing error by Republic where they were overcharging us a few cents per unit per month for several months; we have requested a \$1100 credit to correct the billing. Storm damage charges have been high, but overages can be covered by the Storm Damage contingency fund. Asphalt paving has begun. Tim to check on billings for Pet Station Supplies; he thinks we did purchase supplies but they may have been assigned the wrong code.
- b) Expected Expenditures reviewed. If funds remain on Invasives, we should consider addressing some stands of Tree of Heaven. Christy mentioned a fallen tree behind Finchingfield that has been there for months; Connor and Tim will investigate.

**7) OLD BUSINESS**

- a) None at this time

**8) NEW BUSINESS**

- a) Contract Renewals:
  - i) Advantage Landscape Grounds Maintenance – 1<sup>st</sup> Option Year: Ron moved that the Grounds Committee recommend that the Board of Directors accept Advantage Landscape 1st option year for 2026 CountrySide Grounds Maintenance, for an amount not to exceed \$249,393.00. Christy seconded the motion. Approved unanimously by those present.
  - ii) Snow Removal: Diane moved that the Grounds Committee recommend that the Board of Directors accept Advantage Landscape 1st option year for 2026 CountrySide, Snow Removal at the quoted rates; Christy seconded the motion. Approved unanimously by those present.
  - iii) Tree Removal: Diane moved that the Grounds Committee recommend that the Board of Directors accept Advantage Landscape 1st option year for 2026 CountrySide Tree Removal at the quoted rates; OJ seconded the motion. Approved unanimously by those present.
  - iv) Republic Trash Services: Ron moved that the Grounds Committee recommend that the Board of Directors accept Republic Trash Services 2nd option year for 2026

CountrySide Trash Removal for an amount not to exceed \$863,174.00; Christy seconded the motion. Approved unanimously by those present.

- v) AEC Pond Management: OJ moved that the Grounds Committee recommend that the Board of Directors accept Aquatic Environment Consultants 1st option year for 2026 Pond Management for an amount not to exceed \$5,852.00; Ron seconded the motion. Approved unanimously by those present.

## **9) INFORMATIONAL ITEMS**

- a) LIRA Grant: Tim reported that CountrySide has been conditionally approved for additional grant money contingent on providing a 3-year follow up plan. We will need another permit. We may also be able to apply for some add-on areas in December, as the grants are being administered in a cyclical process. While one phase is in process, we cannot apply for another project. The county representatives who come out to inspect the areas are extremely knowledgeable and helpful.
- b) Tree List reviewed.
- c) Penny informed the Committee that CountrySide's management contract for 2026 was awarded to Legum & Norman, who also manage Cascades.
- d) Upcoming Projects

## **10) ADJOURN**

- a) Mandy moved to adjourn the meeting; Christy seconded the motion. Approved unanimously by those present. Meeting adjourned at 8:25 PM. Next regular meeting is scheduled to be held remotely at **7:00 PM on Wednesday, November 19, 2025.**

**COUNTRYSIDE PROPRIETARY**  
**GROUPS COMMITTEE MEETING MINUTES**  
November 19, 2025

**1) CALL TO ORDER**

- a) Meeting Called to Order via remote attendance at 7:04 PM.
- b) Attendees: Kumar Sangaran (Chair), Penny Francke (BoD), Diane Blunt (Welbourne), Terri Hess (Foxfield), Mandy Miller (OakRidge), Ron McNulty (Morven), OJ (Olsen) Salgado (Rokeby), , Tim Pope (PMP), Connor Feehan (Advantage Landscape); Fredrik Wallin (BOD/guest).
- c) Absent: Christine Lucas (Belmont); Raub Dakwale (Oatlands)

**2) COMMITTEE ADMINISTRATION**

- a) Welcome New Member OJ (Olsen) Salgado!
- b) Ron moved to approve the Approval of November 19, 2025 Agenda as written; OJ seconded the motion. Approved unanimously.
- c) Mandy moved to approve the October 22, 2025 Minutes as written; Terri seconded the motion. Approved unanimously.

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

- a) None present.

**4) TRANSITION OF MANAGEMENT COMPANY**

- a) Note to Committee Members: It will be critical to limit meeting durations to under two (2) hours, as CountrySide will incur additional charges for meetings in excess of that two-hour limit. Committee Chairs may curtail discussions if needed to adhere to this.

**5) ADVANTAGE ITEMS**

- a) Monthly Report

Connor reported that seasonal mowing has concluded. Fall flowers were installed and leaf pickup has begun.

The White Pine Tree Survey will begin soon; if a majority of the work is completed before year-end, Advantage will bill us so that we can pay with 2025 funds.

Discussions on landscape changes to the medians were pushed to 2026.

Fredrik asked if stump removal is included with Tree Days. In general, stump removal is bid separately, unless specifically included in a quote for tree removal. We try to bundle stump removals together to be cost-effective.

OJ asked about snow removal on HOA vs. VDOT streets, especially near schools. The HOA staff does the best it can on paths that fall within our responsibility, but when VDOT plows pike snowbanks, it becomes challenging to keep all of the paths clear. We

also can't plow or shovel on property (like schools) where the land is someone else's responsibility, because to do so would incur liability for the HOA (and all its members).

Ron asked about the retaining wall near Ludwell and Powell; Tim said it was tended to, but will look better in Spring.

Diane asked Connor to take a look at Benton Ct, where a resident complained to her that the cherry trees overhanging the sidewalks need to be trimmed.

**b) Update on Projects**

Cromwell Pool landscaping is done but now the lights need to be adjusted/realigned, now that they are not covered by overgrown bushes; Tim will address. A trash can was hidden under the overgrown bushes, but it's in good shape and does not need to be replaced.

**6) POND ISSUES**

- a) Pond Management Report: The AEC report was reviewed; the last treatment of the year was applied, and the pond is in good shape. The BOD approved renewal of the AEC maintenance contract. First treatment of 2026 is in early April.

**7) PMP REPORT**

- a) Monthly Financial Reports were reviewed. There's a slight overage on the Pond line budget, but it was expected (fountain repairs) and will be compensated with under charges elsewhere. Storm Damage costs will run over, but the overage will be covered by the Storm Damage contingency fund. A prior purchase of Pet Station supplies needs to be recoded; Tim also reported that a second order will be placed (within budget). There are some funds left in the Invasive Species category, and Tim has suggested using the remaining funds for Tree of Heaven (ToH) removal; the Committee agreed that's a good use of funds. Terri reported a Tree of Heaven behind 24 Southall; committee members should report ToH sightings to Tim so he can track them on a list.
- b) Major Projects: The asphalt work is roughly 98% complete, with only the area behind Nicholson Ct remaining to be done.
- c) Invoice Tracking reports: The goal is to pay as many invoices as possible before year-end. Will have everything paid by the end of year.
- d) Expected Expenditures reviewed; Grounds stayed within budget.

**8) OLD BUSINESS**

- a) None at this time

**9) NEW BUSINESS**

- i) None at this time

## 10) INFORMATIONAL ITEMS

- a) LIRA Grant: We received approval for follow up treatments for our second grant. We'll need to apply for a permit again for the same area as last time. CountrySide will need to make sure we maintain the areas which were cleaned up by grants, and submit proof to Loudoun County; failure to do so could mean we'd have to pay back the grant money. Side Note: In the LIRA newsletter, CountrySide is NOT hosting an event on Dec 7; Mike Littman referenced the wrong HOA.
- b) Tree List: Tim expects all entries on the list as of 11/19/25 to be taken care of by year-end. New entries will go on a new list.
- c) Contract Renewals:
  - i) Advantage Landscape: The Board of Directors approved the extension of the Advantage contract for 2026.
  - ii) Republic Trash Services: The Board of Directors approved the extension of the Republic contract for 2026. This contract will be put out for bid in 2026. Before then, we will hopefully conduct a survey to gather community input on once/week versus twice/week pickup.
  - iii) AEC: As noted previously, the Board of Directors approved the extension of the AEC pond maintenance contract for 2026.
- d) Pool House Landscaping – Tim displayed pictures of the completed projects.

## 11) ADJOURN

- a) Penny thanked the committee for their efforts, efficiency, involvement and ability to stay on budget, on behalf of the Board of Directors; Kumar said he'd enjoyed his time on Grounds and was impressed with the level of engagement.
- b) Terri moved to adjourn the meeting; OJ seconded the motion. Approved unanimously. Meeting Adjourned at 8:16 PM. Next regular meeting is tentatively scheduled to be held remotely at **7:00 PM on Wednesday, January 21, 2026.**