

This Committee
Held No Meeting
This Month

GROUNDS COMMITTEE
Meeting Minutes
February 21, 2019

1) CALL TO ORDER

- a) Meeting Called to Order at 7:01 P.M.
- b) Attendees: Jennifer Michael (Chair), David Barrie (Former Chair), Pamela McGraw (Oakridge), Ron McNulty (Morven), Tim Shaw (Belmont- Alternate), Anne Steingass (Oatlands), Mike Stracka (PMP)
- c) Absent: Barbara O'Connor, Diane Blunt and Terri Hess. Matt Hochstetler was unable to attend due to a previous commitment.

2) COMMITTEE ADMINISTRATION

- a) Approval of the November Meeting Minutes. The Committee voted 4 Yes 0 No and 1 Abstain.
- b) David introduce Jenn to the Committee, as the Chairperson. Introductions were exchanged.
- c) Election and assignment of an alternate committee chairperson The Committee voted unanimously for David Barrie as alternate committee chairperson.

3) RESIDENT & GUEST PARTICIPATION

- a) Report of the Morven parking subcommittee activities and discussions. The Committee heard from Jenn (chair of this subcommittee) that the responses were very favorable in support of this parking subcommittee.
- b) Discussion of a resident request to review options to address traffic calming along Rutherford Circle. The resident presented her information and a request for the Committee to support this traffic calming idea. The Committee voted unanimously to recommend the BOD support sending a letter to the Lo Co Transportation Department supporting this measure during their meeting on February 27, 2019.
- c) Discussion of a resident request to review drainage concerns behind the property at 5 Lipscomb Court. The resident was present and made a presentation to the Committee. The Committee discussed this concern and directed PMP to engage BrightView to review and provide their suggestions at the next Committee meeting.
- d) Discussion of a request from LCPS regarding the installation of sidewalks and trails to support their "Safe Routes" initiative for pedestrian access to the CountrySide Elementary School. The Committee reviewed this request and expressed no concerns. It will be reviewed again at the next BOD, on March 6, 2019.

- e) Discussion of a resident request to limb up a common area tree adjacent to their property at 7 Webley Court. The resident was not present. The Committee directed PMP to have BrightView review the tree and recommend an action at the next Committee meeting.
- f) Discussion of a resident concern about the sidewalk in front of 59 Benton Court. The resident was not present. The Committee voted unanimously to have this work done during the summer in conjunction with other planned concrete work which will result in a significantly reduced cost.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report. The report was discussed.
- b) Review and discussion of the BrightView progress regarding the landscaping improvements in the neighborhood entrance sign areas. The Committee reviewed and directed PMP to talk to Brightview and ensure the commitments of the designer (Charles) are enforced by Matt. The Committee will insist that all the Brightview commitments must be done in March, weather permitting.

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) Brightview has been onsite for a total of 3 days working to remove 7 trees.
- b) Common Area Ground Maintenance Items
 - i) Staff are currently working to remove numerous areas of graffiti recently identified in the common areas.
 - ii) Staff replaced 3 sections of rotted split rail fencing, 1 damaged or rotted street sign posts and 0 damaged fire lane posts this period.
- c) Accident Related Items
 - i) None this period.
- d) 2019 Budget- The budget was reviewed.
- e) 2019 Draft Project List—The project list was reviewed.

6) OLD BUSINESS

- a) None this period

7) NEW BUSINESS

- a) Discussion of the \$5,100.00 estimate from Gardner Engineering to complete the core samples and engineering documents for the Phase 4 2019 street repairs (Fairmont Court, Asbury Way and Southall Court). Cost to be applied to reserve GL 9554. The Committee voted 4 (for) and 1 (against) recommending the BoD approve this expense.

- b) Discussion of the \$2,044.00 estimate from Allegra to replace the damaged Oakridge neighborhood entrance sign at Christopher Lane. (We are working to determine if the damage was caused by a Dominion Power subcontractor to see if we can recover some/all of the replacement cost). The Committee voted unanimously to approve this expense. Cost to be applied to reserve GL 9567. PMP was directed to continue discussion with Dominion Power to obtain reimbursement funds.

8) INFORMATIONAL ITEMS

- a) Attached is an updated list of recyclable items collected by AAA. We have updated our Courier and CS Website to reflect the updated list.

9) ADJOURN

- a) Meeting Adjourned at 8:31P.M.
- b) Next regular meeting is scheduled for 7:00 PM, Wednesday, March 20, 2019 at the Parkway Meeting Room.

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
March 20, 2019**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:00 PM.
- b) Attendees: Jennifer Michael (Chair), David Barrie (Alternate Chair) Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Tim Shaw (Belmont-Alternate), Anne Steingass (Oatlands), Mike Stracka (PMP), Matt Hochstetler (BrightView)

2) COMMITTEE ADMINISTRATION

- a) Approval of the February Meeting Minutes. Committee voted 8-0-1 to approve the minutes with the revision to note that absences were due to the rescheduling of the meeting.

3) RESIDENT & GUEST PARTICIPATION

- a) Report of the Morven parking subcommittee activities and discussions.
- b) Continuing discussion of a resident request to review drainage concerns behind the property at 5 Lipscomb Court. Committee directed BrightView to prepare an estimate to remove the leaves from and perform some minor repairs and grading changes (to redirect runoff) to the existing rip rap lined drainage channel. Proposal to be reviewed during the April meeting.
- c) Discussion of gravel that has been placed in the common area between 106 and 110 Waltham Court. Committee directed BrightView and PMP to develop an estimate to remove the stone and replace with mulch. Proposal to be reviewed during the April meeting and PMP is to notify the homeowners of both affected townhouses that this matter will be on the agenda for the April meeting.
- d) Discussion of a Girls Scout Silver Award project suggestions for pedestrian safety improvements on the trails near the Parkway pool parking lot. The Girl Scouts were advised that they should consider the project and prepare a more detailed proposal of work suggested for discussion at the April meeting.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Ongoing discussion of the BrightView progress regarding the landscaping improvements in the neighborhood entrance sign areas. Pamela, Barb, PMP and BrightView will meet to review the plantings on April 9 to confirm the preferred locations for the plantings in 7 of the beds.
- c) Discussion of the following BrightView proposals:
 - i) Proposal 6873309 for \$3,500.00 to perform Rejuvenational Pruning to the Algonkian Pkwy Median Burning Bushes. The committee voted unanimously to approve the work, Cost to be applied to GL 6127.

BrightView also offered to trim the bushes lining the Parkway pool parking lot while performing these plantings at no extra charge.

- d) Discussion of the timing and billing concerns regarding the 2018 Invasive Tree services, median shoulder grading and turf renovations. PMP was directed to discuss these concerns with the Finance Committee.
- e) Discussion of the BrightView Quarterly Site Assessment (QSA)
- f) Confirmation of the upcoming scheduled events:
 - i) Spring cleanup between Feb 1 and April 30
 - ii) Deciduous tree trimming and limbing up to 7 feet clearance in spring.
 - iii) Mowing to begin April 1
 - iv) Pre-emergent herbicide, turf and ornamental tree fertilization by April 15
 - v) Evergreen and shrub fertilization in spring
 - vi) Mulching completed by May 1
 - vii) Evergreen trimming May thru June
 - viii) Annual flowers by May 15
 - ix) Soil test to be completed in June

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) Brightview has been onsite for a total of 3 days working to remove 19 storm damaged trees.
- b) Common Area Ground Maintenance Items
 - i) Staff are still working to remove numerous areas of graffiti recently identified in the common areas.
 - ii) Staff replaced 2 sections of rotted split rail fencing, 2 damaged or rotted street sign posts and 2 damaged fire lane posts this period.
 - iii) Diane informed PMP of damage to the white fence along Route 7 and PMP will review and correct the damages.
 - iv) PMP also advised that faded townhome parking space numbers and all fire lane posts will be repainted over this summer.
- c) Accident Related Items
 - i) None this period.
- d) 2019 Budget **Attachment 5d**
- e) 2019 Project List **Attachment 5e**

6) OLD BUSINESS

- a) None this period.

7) NEW BUSINESS

- a) Discussion regarding improvement recommendations for the Oakridge Pond. The Committee agreed to allow the Loudoun County Extension Service to perform a free pond assessment and report to be reviewed at a future meeting. PMP was also directed to order and install 5 new signs to be posted around the pond advising the pond is to be used “At Your Own Risk” and that the pond is “Catch and Release Only”.
- b) Discussion of the vandalism of the little free library installed in front of the Parkway pool. PMP was directed to work with the concerned parties to locate the broken door and to replace the broken Plexiglas with Lexan to make it more damage resistant. PMP is also to install a label on the box advising it is being monitored for activity.

8) INFORMATIONAL ITEMS

- a) None this period.

9) ADJOURN

- a) Meeting Adjourned at 9:28 PM.
- b) Next regular meeting is scheduled for 7:00 PM, **Wednesday, April 17, 2019** at the **Parkway Meeting Room**.



**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
April 17, 2019**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:00 PM.
- b) Attendees: Jennifer Michael (Chair), David Barrie (Alternate Chair) Diane Blunt (Welbourne), Pamela McGraw (Oakridge), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Mike Stracka (PMP), Matt Hochstetler (BrightView)
- c) Absent: Terri Hess, Ron McNulty and Tim Shaw

2) COMMITTEE ADMINISTRATION

- a) Approval of the March Meeting Minutes. Meeting minutes approved unanimously.

3) RESIDENT & GUEST PARTICIPATION

- a) Report of the Morven parking subcommittee activities and discussions.
- b) Continuing discussion of the resident request to review drainage concerns behind the property at 5 Lipscomb Court and BrightView's proposal 6896639 for \$1,295.00 to clean the accumulated debris in and around the rip rap drainage swale. The committee unanimously approved the proposal to perform the cleanup on a one-time basis and directed that this area be added to the Drainage Ditch Maintenance areas when the Land Care Agreement is next renewed. Cost to be applied to GL 9556.
- c) Continuing discussion of gravel that has been placed in the common area between 106 and 110 Waltham Court and BrightView's proposal 6896616 for \$1,950.00 to work with PMP to remove the gravel and replace with mulch. The committee approved the proposal 5 Yea, 1 Nay. Cost to be applied to GL 6127.
- d) Review and discussion of the Girl Scout's response regarding the project suggestions for pedestrian safety improvements on the trails near the Parkway pool parking lot. Scouts not in attendance. PMP was directed to request the Scouts prepare a written proposal for their recommended actions to be discussed at the next meeting.
- e) Discussion of a tabled discussion from November 2018 regarding drainage behind 34 Southall and BrightView's proposal 6898002 for \$910.00 to clean up debris in the area to promote effective drainage of surface runoff water. The committee approved the proposal 5 Yea, 1 Nay. Cost to be applied to GL 6127.

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- f) Discussion of a resident request to review the standing water in the common area behind 16 Lipscomb Court. Resident not in attendance. No motion made. No action taken.
- g) Discussion of a resident request to re-evaluate the standing water and drainage on the common area parcel between 3 and 5 Meskill Court and BrightView's proposal 6769282 for \$3,370.00 to grade the swale and restore the turf with sod. Residents from 5 properties in attendance and discussed this matter and their concerns. BrightView and PMP will review this area at 11 AM on 4/19 and BrightView will provide further recommendations and a revised proposal for discussion at the next meeting.
- h) Discussion of a resident concern about a tree that had been inspected and later fell between 168 and 172 Sulgrave Court. Resident not in attendance. No motion made. No action taken.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report. BrightView was requested to take the following actions going forward:
 - i) Hand pull the dandelion weeds in the planter beds adjacent to the Gazebo and the Parkway pools
 - ii) Remove the chemical application white signs during the next mowing cycle.
 - iii) Complete the bush hogging of the Route 7 fence line before the next meeting.
 - iv) Ensure that all mulched areas are properly mechanically edged to maintain a defined cut edge around the beds.
- b) Ongoing discussion of the landscaping improvements to the neighborhood entrance sign areas and the results of the April 9 tour of the plantings.
- c) Discussion of the following BrightView proposals:
 - i) Proposal 6896597 for \$710.00 to address the mud and settlement in the common area in front and adjacent to 25 Nicholson Court. The committee unanimously approved the proposal. Cost to be applied to GL 6127.
PMP was also directed to send a postcard to the adjacent properties to request that the homeowners:
 - (1) Cease placing construction debris out for collection.
 - (2) Cease placing trash and recycling containers in the common areas.
 - (3) Notify the office of any residents who are violating these restrictions.
 - ii) Proposal 6896663 for \$6,560.00 to perform the street sweeping of the townhouse streets. No motion made. No action taken.
 - iii) Proposal 6896658 for \$480.00 for daily watering of the newly planted designs at the neighborhood entrances. The committee unanimously approved a deep weekly watering once each week until the next meeting,

with a second watering upon notice from BrightView and approval of PMP. Cost not to exceed \$1,920.00. Cost to be applied to GL 6127.

iv) Proposal 6880369 for \$2,880.00 for the spring/summer rotation planting of the entrance annuals. The committee unanimously approved the proposal. Cost to be applied to GL 6127. Plantings to consist of red begonias with green leaves.

d) Confirmation of the upcoming scheduled events:

- i) Deciduous tree trimming and limbing up to 7 feet clearance in spring.
- ii) Evergreen and shrub fertilization in spring
- iii) Mulching completed by May 1
- iv) Evergreen trimming May thru June
- v) Annual flowers by May 15
- vi) Soil test to be completed in May

5) PMP REPORT

a) Tree Removal/Trimming Items

i) Brightview has been onsite for a total of 3 days working to remove 17 hazardous trees.

b) Common Area Ground Maintenance Items

i) Staff replaced 1 sections of damaged split rail fencing, 1 damaged or rotted street sign posts and 0 damaged fire lane posts this period.

c) Accident Related Items

i) None this period.

d) 2019 Budget was reviewed.

e) 2019 Project List was reviewed.

6) OLD BUSINESS

a) Discussion of the Finance Committee's direction regarding the preferred method to address the matter of the approved 2018 landscape services that were completed in 2019 for invasive tree services, median shoulder grading and turf renovations. Committee agreed to the recommendation to plan to pay for the 2019 Invasive Species removal from funds to be allocated in 2020.

7) NEW BUSINESS

a) PMP was directed to place a paver stone in the ground in front of the Little Free Library adjacent to the Parkway pool.

8) INFORMATIONAL ITEMS

a) We have installed the sticker on the Little Free Library at Parkway to indicate the area is under surveillance. We will continue to monitor this area for further vandalism.

- b) The review of the Oakridge pond by the Virginia Cooperative Extension Loudoun County Master Gardeners is scheduled for April 30, 2019.

9) ADJOURN

- a) Meeting Adjourned at 8:51 PM.
- b) Next regular meeting is scheduled for 7:00 PM, **Wednesday, May 15, 2019** at the **Parkway Meeting Room**.

GROUNDS COMMITTEE MINUTES
May 15, 2019

1) CALL TO ORDER

- a) Meeting Called to Order at 7:01 P.M.
- b) Attendees: David Barrie Acting Chair, Diane Blunt (Welbourne), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Tim Shaw (Belmont- Alternate), Anne Steingass (Oatlands), Mike Stracka (PMP), Matt Hochstetler (BrightView)
- c) Absent: Terri Hess
- d) David announced to the Committee that Jenn had resigned from the BOD and the Grounds Committee. David will Chair the Grounds Committee

2) COMMITTEE ADMINISTRATION

- a) The Committee unanimously approved the April meeting minutes.

3) RESIDENT & GUEST PARTICIPATION

- a) Report of the Morven parking subcommittee activities and discussion of their recommendations. The Committee appointed Mr. Fleming as the Chair of the parking subcommittee, to replace Jennifer Mitchell.
The Committee discussed two recommendation from the parking subcommittee.
 - i) The recommendation to- administer for all CountrySide residence to register their cars with PMP to avoid non-residents parking on CountrySide streets. The Committee unanimously voted No on this.
 - ii) The recommendation to- use the Parkway pool spaces for registered residence vehicles with PMP. The Committee voted 6 No 1 Abstain.
- b) Continuing discussion of a resident request to re-evaluate the standing water and drainage on the common area parcel between 3 and 5 Meskill Court and BrightView's revised proposal 6769282 for \$5,745.00 to install an underground drain to collect and direct the runoff. The residents attended the meeting and discussion followed. The Committee voted to approve the BrightView proposal of \$5,745.00 to resolve this issue—5 Yes 2 No.
- c) Discussion of a resident request to evaluate the common area trees adjacent to 51 Huntley and BrightView's proposal 6917662 for \$3,725.00 to address the two trees that were found to pose potential hazards. No residents present. The Committee voted unanimously to approve the Brightview proposal of \$3,725.00 to resolve this issue.
- d) Discussion of the engineer's findings and recommendations regarding the water ponding and drainage concerns raised behind 103, 105, 107 and 109 Wiltshire Court. This item will be discussed at the next meeting. The Chair encourage the members to submit their questions, prior to the next meeting.

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- e) Discussion of the engineer's findings regarding a concern raised about ongoing water seepage on Huntley Court. The engineer and PMP suggested we wait and monitor this situation. Will discuss at the next meeting

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report. Brightview to 'clean up' on Countryside Blvd and Payton.
- b) Discussion of the soil sample results.
- c) Discussion of the following BrightView proposals:
 - i) Proposal 6907223 for \$1,950.00 to elevate and structurally prune the common area trees adjacent to the sidewalks and parking areas in Foxfield.
 - ii) Proposal 6907535 for \$5,780.00 to elevate and structurally prune the common area trees adjacent to the sidewalks and parking areas in Morven
 - iii) Proposal 6907237 for \$1,225.00 to elevate and structurally prune the common area trees adjacent to the sidewalks and parking areas in Oakridge
 - iv) Proposal 6907444 for \$5,985.00 to elevate and structurally prune the common area trees adjacent to the sidewalks and parking areas in Welbourne.
 - v) Proposal 6924753 for \$3,180.00 to grade the median shoulders of Algonkian Parkway and CountrySide Blvd.
 - vi) All of the above items were deferred to resolve the question of whether this activity was inside our contract. Mike to advise at next meeting.
- d) Review of the monthly BrightView Quality Site Assessment.
- e) Pamela presented a list of items outstanding with the entrance plantings from the April walk around that Brightview still needs to resolve. Mike to follow up with Brightview.
- f) Confirmation of the upcoming scheduled events:
 - i) Deciduous tree trimming and limbing up to 7 feet clearance in spring.
 - ii) Evergreen and shrub fertilization in spring
 - iii) Evergreen trimming May thru June

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) Brightview has been onsite for a total of 3 days working to remove 20 hazardous trees.
- b) Common Area Ground Maintenance Items
 - i) Staff replaced 4 sections of damaged split rail fencing, 0 damaged or rotted street sign posts and 2 damaged fire lane posts this period.

- c) Accident Related Items
 - i) None this period.
 - d) 2019 Budget- We are currently, at budget.
 - e) 2019 Project List
- 6) OLD BUSINESS
- a) The Girl Scout Project is now closed, The Scouts had indicated no further interest in this project
- 7) NEW BUSINESS
- a) Pamela and Barb presented a list of action items for landscaping around the 3 Pool houses. Much of the work is part of the Brightview contract. One item will need a Brightview quote. Mike to follow up with BrightView.
- 8) INFORMATIONAL ITEMS
- a) The review of the Oakridge pond by the Virginia Cooperative Extension Loudoun County Master Gardeners was conducted on April 30, 2019. They are expected to submit their recommendations within the next week.
- 9) ADJOURN
- a) Meeting Adjourned at 9:07 P.M.
 - b) Next regular meeting is scheduled for 7:00 PM, **Wednesday, June 19, 2019** at the **Parkway Meeting Room**.

COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
June 19, 2019

1) CALL TO ORDER

- a) Meeting Called to Order at 7:00 PM.
- b) Attendees: Fredrik Wallin (Chair) David Barrie (Alt Chair) Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Tim Shaw (Belmont- Alternate), Anne Steingass (Oatlands), Mike Stracka (PMP), Matt Hochstetler (BrightView)

2) COMMITTEE ADMINISTRATION

- a) Approval of the May Meeting Minutes. The committee unanimously approved the minutes.

3) RESIDENT & GUEST PARTICIPATION

- a) Report of the Morven parking subcommittee activities and discussion of their recommendations. No members were present to report.
- b) Discussion of the engineer's findings and recommendations regarding the water ponding and drainage concerns raised behind 103, 105, 107 and 109 Wiltshire Court. The committee reviewed the drawings and directed PMP to get BrightView to provide an estimate to complete the items as recommended by the engineer for review at the next meeting.
- c) Discussion of the engineer's findings regarding a concern raised about ongoing water seepage on Huntley Court. The committee directed PMP to contact the contractor who installed the pavement to visit the site, determine possible cause, and determine remedy under 2 yr warranty.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Discussion of the following BrightView proposals:
 - i) Proposal 6907223 for \$1,950.00 to elevate and structurally prune the common area trees adjacent to the sidewalks and parking areas in Foxfield. The committee voted unanimously to approve the work to be completed in the off season at a 10% discount. Cost to be applied to GL 6154.
 - ii) Proposal 6907535 for \$5,780.00 to elevate and structurally prune the common area trees adjacent to the sidewalks and parking areas in Morven. The committee voted unanimously to recommend the BoD approve the work to be completed in the off season at a 10% discount. Cost to be applied to GL 6154.
 - iii) Proposal 6907237 for \$1,225.00 to elevate and structurally prune the common area trees adjacent to the sidewalks and parking areas in Oakridge. The committee voted unanimously to approve the work to be completed in the off season at a 10% discount. Cost to be applied to GL 6154.

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- iv) Proposal 6907444 for \$5,985.00 to elevate and structurally prune the common area trees adjacent to the sidewalks and parking areas in Welbourne. The committee voted unanimously to recommend the BoD approve the work to be completed in the off season at a 10% discount. Cost to be applied to GL 6154
- v) Proposal 6924753 for \$3,180.00 to grade the median shoulders of Algonkian Parkway and CountrySide Blvd. The committee voted unanimously to approve the work. Cost to be applied to GL 6127.
- c) Discussion of status of the punch list items noted during the April walkthrough with Brightview regarding the entrance plantings. Issues were discussed and BV was asked to make alterations so that identified areas are brought into compliance with specifications.
- d) Confirmation of the upcoming scheduled events:
 - i) Deciduous tree trimming and limbing up to 7 feet clearance in spring.
 - ii) Evergreen and shrub fertilization in spring
 - iii) Evergreen trimming May thru June
- e) Discussion of PMP's review of the BrightView Agreement language as it relates to the items 4bi thru 4biv.

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) None this period.
- b) Common Area Ground Maintenance Items
 - i) Staff replaced 6 sections of damaged split rail fencing, 4 damaged or rotted street sign posts and 0 damaged fire lane posts this period.
- c) Accident Related Items
 - i) None this period.
- d) 2019 Proforma Budget
- e) 2019 Project List

6) OLD BUSINESS

- a) None this period.

7) NEW BUSINESS

- a) Discussion of the results of the Virginia Cooperative Extension - Loudoun County Master Gardeners review of the Oakridge Pond that was conducted on April 30, 2019. Numerous residents were present for this discussion. The residents were requested to provide input on their pond maintenance suggestions to PMP by July 8th to allow items to be included in the draft RFP for pond maintenance.

- b) Review and discussion of the engineers finding regarding the Townhouse streets to be repaved this year (Fairmont, Asbury and Southall) and the PMP draft of the RFP for these services. PMP to finalize the scope of work and bid attachments for e-review by the committee.
- c) Discussion regarding some erosion taking place at a stormwater drainage structure in Belmont that Loudoun County has indicated does not have an easement granted and as such is the Proprietary's responsibility to repair. PMP was directed to search the county for records relating to this parcel and to get BrightView to provide an estimate for the next meeting.
- d) Discussion of the erosion occurring in the median of Algonkian Parkway in numerous locations. PMP was directed to pass this issue on the Suzanne Volpe to see if she can assist in getting these items addressed more completely by VDOT.

8) INFORMATIONAL ITEMS

- a) DSC Aquatic Solutions has notified us that they have made a change to their service area and will no longer be available to provide services to us for the Oakridge Pond.

9) ADJOURN

- a) Meeting Adjourned at 9:15 PM.
- b) Next regular meeting is scheduled for 7:00 PM, **Wednesday, July 17, 2019** at the **Parkway Meeting Room**.

This Committee
Held No Meeting
This Month

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
August 29, 2019**

1) CALL TO ORDER

- a) Meeting Called to Order at _7:00 PM _____.
- b) Attendees: Fredrik Wallin (Chair), David Barrie (Alt Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Ron McNulty (Morven), Mike Stracka (PMP), Matt Hochstetler (BrightView)
- c) Absent: Barbara O'Connor, Tim Shaw

2) COMMITTEE ADMINISTRATION

- a) Approval of the July Meeting Minutes. Minutes were unanimously approved with one modification.

3) RESIDENT & GUEST PARTICIPATION

- a) Report of the Stormwater management Sub-Committee activities and discussion of their proposed form for submission of drainage area concerns. Discussion regarding draft of the form. Committee members to email suggested changes to Mike to be consolidated for review at next meeting.
- b) Discussion of the Arborist report regarding the pine tree on Hopton Court. The tree is healthy and BrightView was directed to remove the ivy. Committee voted unanimously to trim tree during an upcoming tree service visit. Cost to be applied to GL 8571.
- c) Continuing discussion of a residents request to work with VDOT to relocate a trail handicap access ramp on Rutherford Circle. Discussion of resident request. Committee recommends residents to contact representative Suzanne Volpe as this is a VDOT street and responsibility.
- d) Discussion of a resident request to trim or remove a pine tree that is dripping sap on their vehicle in a reserved space adjacent to 1 Jermyn Court. Resident not present, deferred to next meeting.
- e) Discussion of a resident request to add the common area in front of 322 Felsted Court to the list of areas to have tree considered for planting this fall planting cycle. Tree to be reviewed by arborist prior to fall planting.
- f) Discussion of a resident request to designate a curb area on Millard Court as a Fire Lane. Resident not present, deferred to next meeting.
- g) Resident Dora Ramirez requested to replant trees when trees are removed, Committee voted unanimously that policy should continue to be that trees are considered for replacement on a case by case basis.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report. Members advised that the spray used killed Juniper plants in Welbourne. Crabapple treatment to be considered for next RFP cycle for Land Services.
- b) Update regarding the updated punch list of items prepared by Pamela and Barb of the activities Brightview needs to address regarding the entrance plantings. BrightView to address and report at next meeting.
- c) Discussion of the following proposals from BrightView:
 - i) Proposal 7017330 for \$2,875.00 for the fall entrance annual flowers. Cost to be applied to GL 6127. Committee approved unanimously to plant Blue and yellow flowers. Cost to be applied to GL 6127.
 - ii) Proposal 7017341 for \$18,255.00 for the annual turf aeration. Cost to be applied to GL 6127. Committee approved 5-1, Cost to be applied to GL 6127.
 - iii) Proposal 7017345 for \$6,790.00 for the annual turf overseeding. Cost to be applied to GL 6127. Committee approved unanimously. Cost to be applied to GL 6127.
- d) Discussion of a review of the common area storm drain maintenance areas and the actions necessary to bring them back into agreement with the terms of our agreement. Storm drains to be cleaned twice a year, June and Sept, weather permitting. Further discussed a dead tree along Algonkian to be removed by BrightView within a month.
- e) Discussion of any turf areas that need specific attention during the upcoming fall turn renovation cycle. PMP to forward areas of note to be forwarded to Brightview for review next meeting.

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) BrightView was onsite for 3 days and removed 19 dead or hazardous trees.
- b) Common Area Ground Maintenance Items
 - i) Staff replaced 2 sections of damaged split rail fencing, 1 damaged or rotted street sign posts and 0 damaged fire lane posts this period.
- c) Accident Related Items
 - i) A median Pear tree on CountrySide Blvd was damaged in an accident and no accident report was available. BrightView has provided Quote to replace the damaged tree. Cost to be applied to GL 6127. Discussed and moved to next meeting
- d) 2019 Proforma Budget
- e) 2019 Project List

6) OLD BUSINESS

- a) Discussion of the Bids received for the pond maintenance agreement. 3 bids in total. Discussion of resident request. Committee voted unanimously to let SOLITUDE Lake Management maintain the pond for remaining time of 2019 for a cost NTE \$1,500.00. Committee to evaluate in Nov 2019 with feedback from residents. Cost to be applied to GL 6153.
- b) Review and discussion of the RFP draft for the Asphalt and Concrete services for 2019. Townhouse streets to be repaved this year (Fairmont, Asbury and Southall), trail repairs, and concrete curb and gutter and sidewalk repairs. Discussion of the three received bids and time of work based on prices and availability. Committee voted unanimously to defer phase 4 work to 2020 and be completed concurrent with Phase 5. . PMP to get estimate from engineer for core samples and bid documents for Phase 5 work.

7) NEW BUSINESS

- a) Discussion of the findings of the annual inspection report from Loudoun County regarding the stormwater management areas in Welbourne adjacent to 777. PMP to remove sediment and debris as time permits.
- b) Discussion of the quote from Engineered Plastic Solutions of \$2,335.50 for the needed common area replacement trash cans to support the Site Amenities replacement project. Cost to be applied to GL 9850. Committee voted to delete the 32-gallon cans and purchase the frames at a cost not exceed \$2100.00. Cost to be applied to GL 9850. Committee directed PMP to obtain the 32-gallon cans locally.

8) INFORMATIONAL ITEMS

- a) Reminder that all 2020 budget project suggestions need to be submitted to Loretta by 8/31.

9) ADJOURN

- a) Meeting Adjourned at 10:12 PM.
- b) Next regular meeting is scheduled for 7:00 PM, **Wednesday, September 18, 2019** at the **Parkway Meeting Room**.

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
September 18, 2019**

1) CALL TO ORDER

- a) Meeting Called to Order at 7:00 PM
- b) Attendees: Fredrik Wallin (Chair) David Barrie (Alt Chair) Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), , Barbara O'Connor (Belmont), , Mike Stracka (PMP), Matt Hochstetler (BrightView)
- c) Absent: Ron McNulty, Tim Shaw, Anne Steingass

2) COMMITTEE ADMINISTRATION

- a) Approval of the August Meeting Minutes. Unanimously approved with one revision.
- b) Appointment of Matt Sturgeon to represent Rokeby on the Committee. Appointed by the Chair with unanimous assent from the committee.

3) RESIDENT & GUEST PARTICIPATION

- a) Report of the Stormwater management Sub-Committee activities and discussion of comments received regarding their proposed form for submission of drainage area concerns. Deferred to next meeting. Suggestions to be emailed to Mike by Sept 27th.
- b) Continuing discussion of a resident request to trim or remove a pine tree that is dripping sap on their vehicle in a reserved space adjacent to 1 Jermyn Court. Resident was not present. Committee voted unanimously to remove the tree in November.
- c) A resident was present from Palmer Court and requested the committee consider the following items:
 - i) Posting signs posted after spraying in common areas. It was noted that we do post signs after spraying as required by state law.
 - ii) Request that edging be done more carefully taking care of resident plantings.
 - iii) Installation of a “dead end” or “no outlet sign on Palmer Court, after the intersection with Alden Court. Committee agreed to move an existing sign to Palmer Ct.
 - iv) Resident expressed a concern about trash being placed out on common ground by residents. Committee agreed to run an article in the Courier and to send a postcard to the residents of Palmer Court reminding residents where to put out their trash for collection.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report. It was noted that the drainage channels have been addressed.
- b) Update from BrightView regarding the updated punch list of items prepared by Pamela and Barb regarding the entrance plantings. BrightView reported the items will be addressed as part of the warranty plant replacements.
- c) Discussion of the following proposals from BrightView:
 - i) Proposal for \$5,000.00 for the Turf Lime Application along Algonkian Parkway and in Foxfield. Cost to be applied to GL 6127. The Committee unanimously approved the recommendation that the BoD approve this proposal.
 - ii) Proposal 7035149 for \$9,280.00 for the fall turf topdressing in select areas. Cost to be applied to GL 6127. Added area in Welbourne at no added extra cost. The Committee unanimously approved the recommendation that the BoD approve this proposal
 - iii) Proposal 7035060 for \$9,995.00 for the 2019 tree and shrub replacements. Cost to be applied to GL 6127. The Committee unanimously approved the recommendation that the BoD approve this proposal
 - iv) Proposal 7033454 for \$1,100.00 for the removal of the Junipers and installation of sod at Nicholson court in Welbourne. Cost to be applied to GL 6127. Committee wants options, TBD next meeting
 - v) Proposal 7033099 for \$1,240.00 for the installation of 2 trees near 160 Sulgrave Court in Oakridge. Cost to be applied to GL 6127. Motion denied
- d) Discussion regarding the BrightView proposal for \$570.00 to replace the accident damaged pear tree in the median of CountrySide Blvd. Motion denied
- e) Discussion of the BrightView warranty replacements scheduled for the fall of this year. Committee reviewed and approved the BrightView list of replacements.
- f) The committee directed PMP to develop a shared calendar denoting contractual deliverable BrightView tasks for posting on the GRNDS shared Google Drive folder.

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) BrightView was onsite for 3 days and removed 15 dead or hazardous trees.
 - ii) PMP was reminded to add the dead locust tree at AP and Westmoreland to the list of trees to be removed during a future tree service visit.

- b) Common Area Ground Maintenance Items
 - i) Staff replaced 5 sections of damaged split rail fencing, 2 damaged or rotted street sign posts and 0 damaged fire lane posts this period.
- c) Accident Related Items
 - i) None this period
- d) 2019 Proforma budget reviewed.
- e) 2019 Project list reviewed. **t 5e**

6) OLD BUSINESS

- a) The agreement has been executed for the pond maintenance agreement and the vendor is scheduled to be onsite the week of 9/16 to begin the pilot period of treatments to the pond. Company misunderstood what pond was to be treated. PMP was directed to work with the vendor to have the Oakridge Pond treated for the invasive floating vegetation in 2019 for a price to not exceed \$2250 and email committee with response via email. Cost to be applied to GL 6153.
- b) Review of the 2020 budget project suggestions submitted by residents. Items on list revised and explained. Members input to be sent to Mike prior to Noon on Sept 30th.

7) NEW BUSINESS

- a) Review and discussion of the estimate from Gardner Engineering to complete the core samples and engineering documents for Phase 5 of the Asphalt and Concrete services for 2020. Once these documents are completed, we will bid Phase 4 and 5 to be completed in the spring of 2020. Committee unanimously recommends the BoD approved the proposal for a cost NTE \$5,400.00. Cost to applied to GL 9498.
- b) PMP reported that only a few residents have provided initial feedback regarding the sample doggie waste bags installed in the dispensers in HPR. Initial feedback is that the bags are too thin and fragile and residents much prefer the original, much more expensive bags. During discussion, it was noted that Cascades appears to be sharing the cost of their bags with a local veterinarian and PMP was directed to reach out to Cascades to get more information on their program.

8) INFORMATIONAL ITEMS

- a) None this period.

9) ADJOURN

- a) Meeting Adjourned at 9:26 PM
- b) Next regular meeting is scheduled for 7:00 PM, **Wednesday, October 16, 2019** at the **Parkway Meeting Room.**

**COUNTRYSIDE PROPRIETARY
GROUNDS COMMITTEE MINUTES
October 16, 2019**

1) CALL TO ORDER

- a) Meeting Called to Order at 1900_____.
- b) Attendees: Fredrik Wallin (Chair), Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Ron McNulty (Morven), Anne Steingass (Oatlands), Mike Stracka (PMP), Matt Hochstetler (BrightView)
- c) Absent: Barrie, O'Connor, Shaw

2) COMMITTEE ADMINISTRATION

- a) Approval of the September Meeting Minutes. Approved, 4 yes, 2 abstain

3) RESIDENT & GUEST PARTICIPATION

- a) Report of the Stormwater management Sub-Committee activities and discussion of comments received regarding their proposed form for submission of drainage area concerns. The committee unanimously recommends to submit the form to the BoD for review and comment.
- b) Discussion of a resident request to trim or remove a different pine tree that is dripping sap on their vehicle over reserved parking space 117 on Jermyn Court. Committee unanimously approved the removal of the tree. Cost to be applied to GL 8571.
- c) Continuing discussion of a resident concern about a common area tree that was planted behind their gate on Moss Court. No action was taken
- d) Discussion of a resident concern about the full-size mowers being used to mow the grass strip between the sidewalks and curb in the townhouse neighborhoods. Home owner did not show, No action due to lack of info/Data. Use of handmower not practical due to the fact that it is time consuming and represents an increased cost.
- e) Discussion of a resident request to limb up a common area tree behind 5 Haxall Court. Committee agreed unanimously to limb up the common area tree.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Update from BrightView regarding the updated punch list of items prepared by Pamela and Barb regarding the entrance plantings. To be completed by end of Oct 2019 (as per BrightView). BrightView will provide a written summary of the actions taken for next meeting.
- c) Discussion of the following proposals from BrightView:
 - i) Proposal 7038477 for \$3,270.00 to complete structural pruning and removal of dead or diseased median trees on CSB between Rt. 7 and Cromwell

- Road. Approved unanimously. To be completed mid/November 2019 (as per BrightView). Cost to be applied to GL 6154.
- ii) Proposal 7041616 for \$2,850.00 for 5 replacement median trees on CSB between Rt. 7 and Cromwell Road. Cost to be applied to GL 6154. Approved unanimously. To be completed mid/November 2019 (as per BrightView). Cost to be applied to GL 6154.
 - iii) Proposal 7041708 for \$3,555.00 to address the area behind 103 – 107 Wiltshire Court West where the engineer report indicated that water from common area is being directed onto resident property. Cost to be applied to GL 9556. Homeowner was not present. Issue tabled awaiting policy guidelines from BoD.

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) BrightView was onsite for 2 days and removed 9 dead or hazardous trees.
- b) Common Area Ground Maintenance Items
 - i) Staff replaced 2 sections of damaged split rail fencing, 0 damaged or rotted street sign posts and 0 damaged fire lane posts this period.
 - ii) Staff relocated one dead end sign this period.
- c) Accident Related Items
 - i) None this period
- d) 2019 Proforma Budget
- e) 2019 Project List

6) OLD BUSINESS

- a) Review of the aggregated 2020 GRNDS budget project suggestion voting submitted to the NAC.

7) NEW BUSINESS

- a) Discussion regarding the awarding of the first option year to BrightView for the Land Services Agreement. Committee unanimously recommend the BoD approve the execution of the option year for the amount of \$234,960.00. Cost to be applied to GL 6125.
- b) Discussion regarding the awarding of the first option year to BrightView for the Snow Services Agreement. Committee unanimously recommend the BoD approve the execution of the option year at the hourly rates for services as established in the agreement. Cost to be applied to GL 8540.
- c) Discussion regarding the awarding of the first option year to BrightView for the Tree Services Agreement. Committee unanimously recommend the BoD

approve the execution of the option year at the hourly rates for services as established in the agreement. Cost to be applied to GL 6128, 6154 and 6571.

- d) Discussion regarding the awarding of the second option year to AAA/Republic Services for the Trash, Yard Waste and Recycling Agreement. Committee unanimously recommend the BoD approve the execution of the option year at a cost of \$462,512.28. Cost to be applied to GL 6145 and 8545.

8) INFORMATIONAL ITEMS

- a) Copy of the updated August meeting minutes with revisions approved during the September meeting.
- b) Solitude Lake Management was onsite October 4 to complete the initial treatment of the Oakridge pond. They will be back out on October 18 to monitor results and complete additional treatments as needed.

9) ADJOURN

- a) Meeting Adjourned at 8:53 PM.
- b) Next regular meeting is scheduled for 7:00 PM, **Wednesday, November 20, 2019** at the **Parkway Meeting Room**.

GROUNDS COMMITTEE MINUTES
November 20, 2019

1) CALL TO ORDER

- a) Meeting Called to Order at 7:00 PM by David Barrie
- b) Attendees: David Barrie (Alt Chair) Diane Blunt (Welbourne), Terri Hess (Foxfield), Pamela McGraw (Oakridge), Ron McNulty (Morven), Barbara O'Connor (Belmont), Anne Steingass (Oatlands), Matt Sturgeon (Rokeby), Mike Stracka (PMP), and Rob Harris (BrightView)
- c) Absent: Fredrik Wallin, Tim Shaw, Matt Hochstetler (BrightView)

2) COMMITTEE ADMINISTRATION

- a) Approval of the October Meeting Minutes. The Committee unanimously approved the October meeting minutes.

3) RESIDENT & GUEST PARTICIPATION

- a) Report of the Stormwater management Sub-Committee. The Committee is waiting for the BOD comments. This will be reviewed by the BOD on January 22, 2020.
- b) Discussion of a resident request for reimbursement for damages caused by a fallen common area tree and to have a tree behind their house trimmed based on the arborist recommendation. Resident was present. The Committee unanimously approved the removal of the tree, with a friendly amendment to limb up other adjacent trees.
- c) Discussion of a resident who removed common area trees without advance approval and their request for reimbursement for tree removal expenses incurred for these trees and one that had fallen on their property. Resident was not present. No action taken on this request.

4) BRIGHTVIEW ITEMS

- a) Discussion of items noted on the BrightView Landscape Report.
- b) Update from BrightView regarding the updated punch list of items prepared by Pamela and Barb regarding the entrance plantings. Replacement Coreopsis are in route and will be installed by November 27.
- c) Discussion and update regarding the 11/18 meeting between PMP and BrightView regarding services in 2020. This meeting information has been received and acknowledged by Bright View.

5) PMP REPORT

- a) Tree Removal/Trimming Items
 - i) BrightView was onsite for 2 days and removed 12 dead or hazardous trees.
- b) Common Area Ground Maintenance Items

- i) Staff replaced 2 sections of damaged split rail fencing, 0 damaged or rotted street sign posts and 0 damaged fire lane posts this period.
 - ii) Staff replaced all the damaged boards on the bench on CSB.
 - iii) Staff also replaced 4 damaged or leaning common area trash cans and 9 faded or damaged stop signs this period.
 - iv) Staff applied cold patch to level the sunken asphalt to correct a tripping hazard at the trail bridge between Rutherford and Chelmsford. This area will be on the list to be addressed permanently during trail repairs in 2020.
- c) Accident Related Items
- i) None this period
- d) 2019 Proforma Budget-Reviewed
- e) 2019 Project List-Reviewed
- 6) OLD BUSINESS
- a) None this period.
- 7) NEW BUSINESS
- a) Discussion of the initial Google calendar created to list the BrightView agreement deliverables. Mike (PMP) had sent this to the Committee and BrightView for 2020 landscaping activities.
 - b) Discussion of the current condition of and the bids for the 2020 maintenance of the Oakridge pond. Several resident present. Bids, without prices, to be sent to the Committee and interested residents for review. Decision will be made at the February meeting.
 - c) Discussion regarding the installation of 4 additional one way, do not enter signs at the entrance of Vandercastel Court. The work was approved and PMP will have this done in December.
 - d) Discussion of an alternative process call slab jacking to address sunken or unlevel section of townhouse sidewalks or curbs and gutters and if this process could be applied to address a section of sidewalk slated for repair as part of the upcoming pavement and concrete work. After reviewing the bid, it was determined this process is not cost effective and PMP was directed to correct this problem with our inhouse staff.
 - e) Review and discussion of the approved 2020 budget and scheduled projects. Committee discussed the 2020 budget. David mentioned that the BOD would like the Committee to stay within the 2020 budget.

8) INFORMATIONAL ITEMS

- a) Solitude Lake Management was onsite October 18 to review and apply the final treatment of the Oakridge pond. Discussed at the meeting
- b) Meeting Adjourned at 8:25 P.M.
- c) Next regular meeting is tentatively scheduled for 7:00 PM, **Wednesday, February 19, 2020** at the **Parkway Meeting Room**.