

**MINUTES OF  
CHESTERFIELD MEWS COMMUNITY ASSOCIATION  
Regular Meeting of the Board of Directors  
Date: February 28, 2012**

**Call to Order:** A regular meeting of the board of directors for the Chesterfield Mews Community Association was held at the home of Nancy Minter, located at 3731 Eakin Park Court, Fairfax, Virginia, on, on February 28, 2012. The meeting convened at 7:30 p.m. President Nancy Minter presided and Margaret Kerr-McKown took minutes as Secretary.

**Board Members in Attendance:** Jo Ann Andren  
Ross Bankson  
Margaret Kerr-McKown  
Nancy Minter  
Kevin Noca  
Robert Parker  
Bruce Pincus  
Brian Saal  
Gordon Silcox

**Board Members Absent:** None.

**Community Member in Attendance:** Mary McGarvey of Readsborough Drive and Helen Fortner of Eakin Park Court.

**Approval of Minutes:** The Minutes of the January 2012 meeting were reviewed. A motion was made, seconded and passed unanimously to approve the Minutes.

**Open Forum:** Mary McGarvey wants grass throughout the community. Helen Fortner requested that the Grounds section of the website be updated, expressed concern about the edging done this week, and requested greater access to the board members.

**Treasurer's Report:** Discussed various addition line items in the upcoming budget such as power washing, website expenses, community social functions and the anticipated reserve schedule. Also verified existing line item amounts for the budget such as newsletter charges, landscaping and upcoming paving work.

Work Area Updates:

Grounds. Jo Ann Andren reported that the Townsends of 3162 Readsborough Drive have noticed a large evergreen on Guysborough, is leaning toward their home at an increasing angle after recent heavy rains. They are concerned that it will not withstand winds or the snow load that could come in winter and have requested its removal. Professional Grounds has examined the tree determined that although the tree is otherwise healthy, it is leaning precariously toward the house and represents a hazard to the home. A motion was made, seconded and passed unanimously to take action on the tree to safeguard the home, perhaps removal for \$845 or less.

Fertilizer to Shrubs and Ornamental Trees. A motion was made, seconded and passed unanimously to spend \$1200 to apply oil treatment and fertilizer to shrubs and ornamental trees less than 15ft. tall throughout the community.

Drainage: Regarding the drainage crisis behind Kathy Reiter's residence at the lower end of Eakin Park, Jo Ann Andren is working with the County to determine whether there are any easement problems and is keeping the owners updated.

Jo Ann Andren is scheduling of the SealCoat treatment of the paving in April. It is important to take the school Spring Break into consideration when scheduling since families may leave the area and will not be available to move their cars.

Grounds Working Group: Brian Saal mentioned that he and Margaret Kerr-McKown met with a homeowner on Colchester Lane to consider tree concerns. Then he presented a list of topics for discussion:

Master Landscaping Plan for the Community. Following discussion, it was decided that we will formally commission Professional Grounds to prepare a phased, multi-year, comprehensive, consolidated and detailed plan to guide our grounds efforts for at least the next 6 – 36 month period. This could save us lots of time and money in the long term as opposed to approaching things on an "ad hoc" basis. Guidance to Professional Grounds will be to think about the community as a whole. A draft of this plan will be available for review by the next meeting of the board to allow time to incorporate it into the annual meeting in April for presentation it to the community at large. Jo Ann Andren is working with Professional Grounds on this and the GWG stands by to assist as needed, if requested.

Turf. Discussion and direction to Professional Grounds: Since the turf restoration at the community entrance was pretty successful. Professional Grounds will be asked to revise their turf estimation to a detailed community wide proposal that the board can review at the next meeting.

Trees. Probably will be dictated by the master plan. In the short term, all the urgent items identified by Professional Grounds over the last year should be completed.

Website: Kevin Noca has posted the Delinquent Collection Policy on the website ([www.InTheMews.com](http://www.InTheMews.com)). The Minutes of past meetings have been posted. A motion was made, seconded and passed to remove the home address and phone numbers of board members from the website since the website is monitored regularly for communications. Bruce Pincus voted against this motion.

### **New Business:**

Following discussion, a motion was made, seconded and passed to increase dues to \$1,200 per year. Bruce Pincus voted against this motion.

Following discussion, a motion was made, seconded and passed unanimously to employ Daly, Hamad & Associates to do the FY13 audit and tax preparation.

Annual Meeting: Target date is 24 April and Nancy Minter is still working on finding a location that will not charge the community.

Next meeting will be held on 27 March 2012.

Robert Parker made a motion to adjourn at 9:42p.m. Brian Saal seconded and the motion passed unanimously.

*M. Kerr-McKown*

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Secretary

*27 March 2012*

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Date of Approval