**MINUTES OF**

**CHESTERFIELD MEWS COMMUNITY ASSOCIATION**

**Regular Meeting of the Board of Directors**

May 30, 2012

Call to order: The monthly meeting of the Chesterfield Mews Community Association board of directors was held at the home of Nancy Minter, located at 3731 Eakin Park Court, Fairfax, Virginia. The meeting convened at 7:37 p.m. President Nancy Minter presided and Gordon Silcox served as acting secretary.

**Board Members in Attendance:** Jo Ann Andren
 Ross Bankson
 Margaret Kerr-McKown (attended via telephone)

 Nancy Minter

 Kevin Noca

 Robert Parker

 Bruce Pincus
 Gordon Silcox

**Board Member Absent:** Brian Saal

**Community Members in Attendance:** Sia Ansari, Helen Fortner and Ginny Howden of Eakin Park Court; Bill Saint and Sherry Irving of Colchester Brook Lane; Emily Brundage of Readsborough Court.

**Treasurer’s Report:** Bruce Pincus provided the treasurer’s report in the absence of Brian Saal, as presented at the April 24 annual meeting. The estimated funds available for landscape-related expenditures (including routine and emergency tree maintenance) consist of amounts already budgeted for fiscal 2013, i.e., landscaping ($15,000) and trees ($15,000), plus the operating reserve balance ($35,507) at the end of fiscal year 2012, for a total of $65,507.

**Work Area Updates:**

***Architectural Control Committee*** (Nancy Minter)**:** Concerning the 62 ACC violation notice letters sent, while there have been some deadline extensions requested, no violation corrections have been reported. Reminder letters will be sent out.

***Pavement Seal Coating***(Jo Ann Andren)**:** The scheduled asphalt seal coating of community roads and parking areas scheduled for May 2-4 was canceled due to rainy weather and rescheduled for June 12-14, as posted on the website.

***Grounds Issue–Lower Eakin Park Court*** (Jo Ann Andren):In view of the increased contractor’s cost related to the easement drainage work behind the Reiter residence, it was moved and seconded to appropriate $3,200, versus the originally appropriated $3,000.

**Old Business:**

***Grounds:*** Jo Ann Andren reviewed highlights of Professional Grounds’ proposed Master Landscape Plan dated May 2012. Nancy Minter summarized the written comments received from 18 residents including six board members. It appears appropriate to organize landscaping issues into five categories:

* Turf renovation/bare areas
* Erosion
* Landscape enhancements to the entrance, traffic circle, corner and parking lot beds, islands, etc.
* Tree planting and tree maintenance
* Watering of plants

The board unanimously agreed to earmark $8,000 for tree maintenance to include routine dead wooding/pruning and emergency removal of trees throughout the Community as needed, related to Professional Grounds’ “Tree Care” recommendations.

Following discussion including participation by the attending community members, appropriations for expenditures during the first year of landscaping plan implementation were moved, seconded, and approved by the board:

1. $5,000 to address in fall 2012 **turf rejuvenation and turf aggressive renovation** throughout the community. Motion: Parker; second: Noca.
2. $3,000 for enhancements at the **Community entrance**: The original Proposals #27192 and #28788 totaled $3,407.13. Motion: Parker; second: Pincus.
3. Up to $12,000 for **erosion areas** adjacent to 3181 Colchester Brook and on Readsborough Court, *plus* other areas to be identified. The board will later approve specific actions to adjust downward the scope of Professional Grounds’ original Proposals #28798 and #28833 totaling $17,489.90. Motion: Noca; second Parker.
4. $4,402.75 for “**corner bed at Colchester”** (the north corner of Colchester Brook at the intersection at the bottom of the hill). Professional Grounds’ Proposal #28791 as proposed. Motion: Pincus; second: Bankson.
5. $6,000 to plant medium-growth trees, plus smaller trees, in the **areas surrounding the Guysborough traffic circle**, with advice from Professional Grounds and board approval. Motion: Parker; second: Kerr-McKown.
6. $3,284.30 for **traffic circle** improvements: Professional Grounds’ Proposal #28468 as proposed, *plus* adding a tree for $500 with advice from Professional Grounds. Motion: Pincus; second: Kerr-McKown.
7. $6,087.92 for installing plants on both sides of **opposite-facing “corner beds” located at Guysborough and upper Eakin Park Court**: Professional Grounds’ Proposals #28463 and #28789. Motion: Andren; second: Bankson.
8. $2,664 for the hardscape component of the corner bed with seating area at Guysborough and upper Eakin Park Court was approved per proposal #28466, for implementation early spring 2013. Motion: Andren; second: Bankson.
9. $14,968.24 for improvement of **eight parking lot islands**: three on Colchester, two on lower Eakin Park, three on Readsborough, Proposal #28803, *plus* add trees to two treeless islands for additional $600 cost. Motion: Andren; second: Bankson.
10. $3,360 for **water truck services** to establish new plantings as recommended by Professional Grounds, estimated on the basis of two time a week for eight weeks at $210 per service.

Total appropriations, items 1–10: $60,767.21

The following motion was voted upon and did not pass:

Appropriate $8,751.92 for the **opposite-facing “corner beds” located at Guysborough and upper Eakin Park**, including hardscape: Professional Grounds’ Proposals #28463, #28466, #28789. Motion: Andren; second: Bankson.

**Election of Officers:** Balloting was begun to elect officers of the board but could not be completed since not all members were present.

ADJOURNMENT: There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 10:58 p.m.

Gordon Silcox July 24, 2012

Acting Secretary Date of Approval