**MINUTES OF**

**CHESTERFIELD MEWS COMMUNITY ASSOCIATION**

**Regular Meeting of the Board of Directors**

August 28, 2012

**Call to Order**: The monthly meeting of the Chesterfield Mews Community Association board of directors was held at the home of Bob Parker, located at 3187 Readsborough Court, Fairfax, Virginia. The meeting convened at 7:35 p.m. President Robert Parker presided and Gordon Silcox took minutes as secretary.

**Board Members in Attendance:** Jo Ann Andren  
 Margaret Kerr-McKown

Nancy Minter

Robert Parker

Bruce Pincus

Brian Saal  
 Gordon Silcox

**Board Members Absent:** Ross Bankson, Kevin Noca

**Community Members in Attendance:** Helen Fortner, Priti Mathwani, Vijay Mathwani of Eakin Park Court; Jean Mielczarek of Readsborough Court.

**Approval of Minutes:** The minutes ofthe **July 24, 2012,** board meetingwere reviewed. A motion to approve the minutes as corrected was made, seconded and passed.

The minutes ofthe **March 27, 2012,** board meetingwere reviewed. A motion to approve the minutes was made, seconded and passed.

**Open Forum:** Jean Mielczarek distributed information provided by Dan Schwartz, Soil Scientist at NoVA Soil & Water Conservation District, related to possible methods for erosion control: replanting, Biologs (woven cylinders made of coconut fiber), catch basins and French drains.

Priti and Vijay Mathwani requested clarification concerning an ACC violation notice, and mentioned the possibility of storm damage related to large trees near their home.

Jo Ann reported on an e-mail received from a property owner requesting a mulch path be maintained for access to the rear of their home while Professional Grounds completes work nearby.

**Treasurer’s Report:** After a summary of the community’s financial status, Bruce reported that all invoices for the grounds enhancements completed thus far have been paid. The audit for the year ending April 30, 2012 has been finalized and there were no significant negative findings. Discussion concerning the format of monthly reports board members would like to receive from GHA (e.g., with detailed financial information vs. omitting such financial details).

**Work Area Updates**

***Grounds:*** Brian presented a draft proposed charter prepared by Jo Ann and himself, to establish a grounds working group consisting of board and community members to foster active community participation in matters related to grounds and landscaping. Margaret and Gordon volunteered to be the initial board representatives on the GWG. Board members will offer thoughts and suggestions to Brian in the writing of the draft GWG charter for discussion and approval by the board.

Jo Ann reported that it is important that aeration and blanket over-seeding (Terraseeding), similar to the work done earlier this year at the entrance, be undertaken in September as outlined in the Professional Grounds master landscape proposal. It was agreed that the newly-established Grounds Working Group will provide input concerning the areas to be treated.

While some dead wood removal from trees has been accomplished, Jo Ann reported that more work needs to be done. Brian moved that dead wood work costing up to $4,000 be undertaken in accordance with the ProGrounds landscape proposal; second, Margaret. The motion was passed.

Jo Ann reported a hornets nest on Colchester Brook Lane and received board approval to take care of the problem.

**Old Business:**  ***architectural control committee:*** Nancy and Jo Ann reported they are continuing interviews in order to select a third committee member.

**New Business:** Bruce commented on the matter of large storage bins being placed in the parking lots and pointed out that the board had previously acted to limit the approval of any bin to one week after which it is subject to ticketing and towing.

Discussion led by Brian concerning the Virginia Code requirement that property owners’ associations adopt a reasonable procedure for the resolution of certain written complaints from association members and other citizens. Nancy moved the adoption of Policy Resolution 2012-02 as recommended by our attorneys, Chadwick, Washington, Moriarty, Elmore & Bunn, P.C.; second, Margaret. The motion was passed.

Regarding collection of member assessments, in satisfaction of Virginia Code requirements the board formally reaffirmed Policy Resolution 2012-01 passed at the CMCA annual meeting on May 4, 2010.

**Executive Session:** The board met in executive session related to an assessment delinquency and an administrative matter.

The next monthly board meeting is scheduled for September 25 at 7:30 pm at the home of Gordon Silcox, 3159 Colchester Brook Lane.

ADJOURNMENT: There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried the meeting was adjourned at 9:34 p.m.

Gordon Silcox September 25, 2012

Secretary Date of Approval