**MINUTES OF**

**CHESTERFIELD MEWS COMMUNITY ASSOCIATION**

**Regular Meeting of the Board of Directors**

June 26, 2012

Call to order: The monthly meeting of the Chesterfield Mews Community Association board of directors was held at the home of Kevin Noca, located at 3159 Readsborough Court, Fairfax, Virginia. The meeting convened at 7:37 p.m. President Bob Parker presided and Kevin Noca served as acting secretary.

**Board Members in Attendance:** Jo Ann Andren
 Ross Bankson
 Nancy Minter

 Kevin Noca

 Bob Parker

 Bruce Pincus

**Board Members Absent:** Margaret Kerr McKown

 Brian Saal

 Gordon Silcox

**Community Members in Attendance:** Helen Fortner, Lance Howden, and Lyle Minter of Eakin Park Court; Jean Mielczarek and Jim and Betty Townsend of Readsborough Court. Emily Brundage of Readsborough Court attended toward the end of the regular meeting.

**Minutes of May, 2012 Meeting:** Minutes of the May 30, 2012, meeting were reviewed. Jo Ann Andren stated that she had not had the chance to thoroughly review and comment due to technological difficulties. She agreed to comment by Friday, June 29. Kevin Noca will post draft minutes by Wednesday, July 4, and the board will vote on final minutes at the July meeting.

**Open Forum:** The Townsends and Lyle Minter both complimented the Grounds Plan work completed to date. Helen Fortner asked the board to consider not renovating the island on lower Eakin Park Court. She produced a petition signed by all but one of the residents who lived in closest proximity to the island. The consensus of these residents was that funds earmarked for renovation of the lower Eakin island could be better applied toward other neighborhood areas more in need of renovation. Lance Howden asked if the plantings next to the Chesterfield Mews entrance signs and Kelly’s Circle were done. Mary McGarvey would like more grass planted throughout the community. Helen Fortner expressed concern that erosion control was not given top priority in the grounds plan.

**Officer Election:** Bob Parker presented the candidates for the remaining officer positions: vice president, Nancy Minter; secretary, Gordon Silcox; treasurer, Bruce Pincus. Kevin Noca motioned to elect these candidates, Ross Bankson seconded, and the motion carried.

**Treasurer’s Report:** Bruce Pincus provided the treasurer’s report, consisting of an overall cash flow report, a capital investment update, and a proposal from Mason & Mason Capital Reserve Analysts, Inc., to conduct the next reserve study. Subtracting expenditures for the sealcoating project, emergency tree work, and fixed expenditures, the estimated funds available for the grounds plan during the current assessment period (through November) are $69,650. The earliest the reserve study can begin is mid-August. Once the Mason and Mason proposal is received, the treasurer has permission to approve.

**Grounds Update:**

 ***Rework of Approved Landscaping Projects:*** Jo Ann Andren passed out updated sketches of proposal numbers 29520 and 29524 (first- and second-layer plantings along the outer perimeter of Kelly’s Circle), which had not been previously seen by the board and lacked supporting pricing details. This generated much discussion over the status of other “approved” proposals, most notably the nine parking islands. So that the board could have an informed discussion at the July meeting, Jo Ann agreed to provide each member with copies of detailed proposals.

 ***Status of Lower Eakin Erosion Project:*** Jo Ann Andren stated that the project could begin by the end of the week.

**Old Business:**

 ***Parking Area Sealing:*** Bob Parker reported that the seal coating of the parking lots along Colchester Brook, upper and lower Eakin, and Readsborough/Delburne was successfully performed by Dominion Paving on June 13 and 14.

 ***Welcome Kit:*** Kevin Noca reported that the update to the Chesterfield Mews Welcome Kit was nearly complete. After completion, he will post it on [www.inthemews.com](http://www.inthemews.com) and make a hard copy (bound by a report cover) for each household. Jean Mielczarek offered to add a section on county regulations that applied to residents; this offer was accepted and the Welcome Kit will be modified accordingly.

**New Business: Non-Officer Responsibilities**

 ***Newsletter/Website:*** Kevin Noca retains management of [www.inthemews.com](http://www.inthemews.com) and takes over as editor of the newsletter, effective immediately.

 ***Architectural Control:*** Nancy Minter reported that the architectural control committee met on June 13. A total of 54 violation notice letters were previously sent to residents. Of these 54 violations, 11 had been corrected, 10 requested extensions (and were granted extensions until August 30), 5 were disputed, and one violator refused to comply. The remainder did not respond at all. GHA was to send out reminder notices to all who were in noncompliance.

 ***Grounds:*** The grounds working group concept was raised again. Kevin Noca stated he favored a group composed mostly of non–board members. Many other points were raised but no consensus was reached as to the composition or precise role of such a group.

 ***Neighborhood Watch:*** A new neighborhood watch coordinator is needed to replace Bruce Pincus, who is stepping down from the post. Volunteers will be sought via [www.inthemews.com](http://www.inthemews.com), the newsletter, and an e-mail blast to the neighborhood list.

 ***Parking Liaison:*** Bruce Pincus retains this role.

**Parking Island Reconstruction:** The following motions were voted upon and did not pass:

Reconstruct one island as a test case before deciding to proceed. Motion: Pincus; second: Noca.

Reconstruct all islands except the one near Helen Fortner’s house on lower Eakin and the ones on Readsborough. Motion: Pincus; second, none.

Reconstruct all islands except the one near Helen Fortner’s house on lower Eakin. Motion: Pincus; second, Noca.

**New Business: Summer Meeting Schedule and Quorum:** Kevin Noca will host the July 24 meeting; Bob Parker may host the August 28 and September 25 meetings.

ADJOURNMENT: There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 10:03 p.m.

Kevin K. Noca September 25, 2012\_\_\_

Acting Secretary Date of Approval