

**MINUTES OF
CHESTERFIELD MEWS COMMUNITY ASSOCIATION
Regular Meeting of the Board of Directors
August 27, 2013**

Call to Order: The monthly meeting of the Chesterfield Mews Community Association Board of Directors was held at the home of Gordon Silcox located at Colchester Brook Lane, Fairfax, Virginia. The meeting convened at 7:33 p.m. President Bob Parker presided and Bill Saint took minutes as secretary.

Board Members in Attendance:

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| Ross Bankson | Gordon Silcox |
| Margaret Kerr-McKown | John Whitlock |
| Robert Parker | Jimmy Xu |
| Bruce Pincus | |
| Bill Saint | <i>Absent:</i> Kevin Noca |

Community Members in Attendance: Helen Fortner of Eakin Park, Lyle Minter of Eakin Park.

Approval of Minutes: The minutes of the July 23, 2013, board meeting were reviewed. A motion to modify the description of changes to the Grounds Working Group was passed. With that, the minutes as modified were unanimously approved.

Open Forum: Lyle Minter expressed his appreciation for the clean-up work carried out at the end of Eakin Park Court. He also stated his view that “best practice” indicated that a single contractor should be used for all grounds work to avoid the risk of finger-pointing if more than one contractor were used.

Treasurer’s Report: Jimmy Xu reported that the CMCA tax return had been received. It shows a small refund which will be carried over and applied against next year’s taxes. He also reported that a clean audit report has been transmitted to the Board and that the adjusted entries made by the auditors contained nothing unusual. The Board voted 8-0 to approve the audit report, together with the adjusted entries.

Committee and Work Area Reports:

1. *Architectural Control Committee.* Notices to residents regarding specific discrepancies with the community’s architectural standards were mailed out on August 27th.
2. *Grounds and Landscaping.*

Grounds Liaison: Margaret Kerr-McKown reported that Professional Grounds does not have an arborist on its staff. Also, she investigated the requirement that Professional Grounds post warning flags when chemical treatments are being applied to the grounds. PG does post a set of flags at the entrance to the Mews, but she felt that was inadequate notice. PG could post additional flags, but their charge for doing so was viewed as prohibitive. Instead, the Board will explore the possibility of purchasing its own flags and posting them when necessary. Lastly, she reported that a maple tree near 3165 Colchester had split and part of it had fallen into the parking lot. The tree was quickly trimmed and the debris removed.

Grounds Working Group: The Board authorized the GWG to handle a tree-trimming request of branches overhanging the parking spaces at 3142 Colchester. The GWG asked the Grounds Liaison to request Professional Grounds to look at the flagstone walkway linking the service road to the end of Colchester, and suggest options for addressing minor deterioration.

Readsborough erosion: The Board voted 7-1 to accept a GWG recommendation to contract *Drainage and Erosion Solutions* at a cost of \$4,660 for an erosion remediation and landscaping in the common area between 3177 and 3181 Readsborough.

Tree-replanting: The Board voted 7-0 with one abstention to accept a GWG recommendation that Professional Grounds be contracted to plant ten new trees in high visibility common areas, mainly around Kelly's Circle, where prior trees had been lost due to disease or storm damage. The cost of planting these trees will be \$2,365. Bruce Pincus generously offered to donate an additional two trees, if needed to complete replanting needs on the west side of Kelly's Circle. The Board accepted this offer with a vote of 8-0.

Tree cutting/trimming and stump removal: The Board voted 6-2 to accept a GWG recommendation that *SavATree* be contracted at a cost of \$5,660 to carry out a series of tree cutting, trimming and stump removal activities on the common grounds of the community. However, the Board decided to give nearby residents ten days in which to comment on the removal of tagged trees before proceeding to have them removed. A notice to this effect is to be posted on the Mews website. Other work will proceed immediately.

Old Business: Because of the risk of liability associated with the private play equipment that has been placed in the Tot Lot – confirmed by the CMCA legal counsel – the Board voted unanimously to ask owners to reclaim their property by September 6th. Any unclaimed items remaining at that time will be included in the community yard sale scheduled for September 7th.

Executive Session: Between 8:35 and 9:10 p.m. the Board met in executive session to discuss the potential development of property adjoining CMCA common areas and associated contracts/easements. No motions relating to the discussed topic were made during or following the executive session.

New Business: None.

Next Meeting: The next board meeting is scheduled for September 24, 2013 at 7:30 p.m. at the home of Kevin Noca located at 3159 Readsborough, Fairfax, Virginia.

The October meeting of the Board will be held on October 22, 2013 at the home of John Whitlock, 3132 Delburn, Fairfax, Virginia.

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



Secretary

September 24, 2013

Date of Approval