**MINUTES OF**

**CHESTERFIELD MEWS COMMUNITY ASSOCIATION**

**Regular Meeting of the Board of Directors**

December 3, 2013

**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, Fairfax, Virginia. The meeting convened at 7:33 p.m. Bob Parker presided and Bill Saint took minutes as secretary.

**Board Members in Attendance:**

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

**Community Members in Attendance:** Helen Fortner of Eakin Park Court.

**Approval of Minutes:** The minutes ofthe October 22, 2013**,** board meetingwere reviewed. A motion to approve the minutes as submitted was made, seconded and carried unanimously.

**Open Forum:** Chimney deterioration and a hanging fascia board were reported on Upper Readsborough. The Board commended Jean Mielczarek for her research and advocacy on behalf of erosion remediation within the community.

**Treasurer’s Report:** GHA has asked whether the reserve to cover delinquent association dues payments may be too high. President Bob Parker referred the matter to the treasurer for an opinion.

**Committee and Work Area Reports:**

*1. Grounds and Landscaping:* Grounds Liaison Margaret Kerr-McKown has tendered her resignation from this post as the result of an increasing workload associated with her new job. The current grounds maintenance contract with Professional Grounds will expire on December 31, 2013. The Board voted unanimously to explore the possibility of renewing the contract with some proposed changes to sharpen the understanding of specific operations. The Board also approved in a unanimous vote a contract with *Drainage & Erosion Solutions* in the amount of $12,676 for erosion remediation between 3181 and 3183 Colchester. Preliminary results from the county Fire Marshall’s assessment of fire lanes in the community have been received. Proposed actions would eliminate much of the community’s curbside parking and increase the number of street signs significantly. Board president Bob Parker is seeking to negotiate a reduction in the scope of the Fire Marshall’s proposals. Curb sections and sidewalk squares needing replacement have been identified and the Board will begin seeking bids for this repair work from several local contractors.

*2. Architectural Control Committee:* The GHA inspection for this year is complete. The Committee is currently preparing a check list of possible discrepancies that GHA should review for every home. It is also putting together a reference collection of samples of approved paint colors for use by GHA.

**New Business:** None.

**Next Meeting:** The next board meeting is scheduled for January 28, 2014, at 7:30 p.m. at the home of Gordon Silcox located at 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 9:28 p.m.

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| Secretary |  | January 28, 2014  Approved |