

**MINUTES OF  
CHESTERFIELD MEWS COMMUNITY ASSOCIATION  
Regular Meeting of the Board of Directors  
October 28, 2014**

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**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 7:41 p.m. Gordon Silcox presided and Bill Saint took minutes as secretary.

**Board Members in Attendance:**

Margaret Kerr-McKown	Bill Saint
Kevin Noca	Gordon Silcox
Robert Parker	Jimmy Xu
Patrick Raitt	
Brian Saal	<i>Absent:</i> John Whitlock

**Community Members in Attendance:** Helen Fortner of Eakin Park Court, Lyle Minter of Eakin Park Court, and Rosina Shacknies of Eakin Park Court.

**Approval of Minutes:** The minutes of the September, 23, 2014 board meeting were reviewed. A motion to approve the minutes with a minor modification was made, seconded and carried.

**Election of new Secretary:** Patrick Raitt informed the Board that his work responsibilities were making it difficult for him to carry out his secretarial duties in a timely manner. The Board consequently accepted his resignation. It was then moved and seconded that Bill Saint be re-appointed as secretary, and he was confirmed as such in a unanimous vote.

**Open Forum:** Clarifications were sought on two issues. One was a member inquiring about ACC approval of tree removal within a neighbor's patio. The second was a query as to why the U.S. Post Office could not replace old mailboxes.

**Treasurer's Report:** Jimmy Xu reported that a draft audit report for the fiscal year ending on April 30, 2014 had been received. The report indicated a clean audit and a modest \$2,570 surplus at the end of the year. This surplus will be allocated to "undesignated equity." Following a motion and a second, the Board voted unanimously to authorize the president to sign the Letter of Representation required in order for the draft report to be finalized. Xu also reported that the current balance in the Capital Reserve is \$316,696. Finally, he noted that he was following up with GHA to correct an accounting over-charge.

**Committee and Work Area Reports:**

*1. Grounds Liaison:* Bill Saint reported that Bloom Day attracted only a modest turn-out, but that those who showed up were able to clear the tennis court and playground of leaves, and to also plant 55 different indigenous flowers, ferns and grasses in the wooded meadow area next to the tennis court. He also communicated that reflectors had been posted around Kelly Circle in preparation for winter snow-plowing and to eliminate recent instances of driving over the Circle landscaping. He concluded by reporting small expenditures on shrub replacement (\$30), iron supplements for community plantings (\$10), and the reflector sticks (\$19).

2. *Grounds Working Group:* The Group's monthly activity report was distributed.

3. *Architectural Control:* Gordon Silcox reported that a second round of house inspections was conducted in early October to assess compliance with requests made to homeowners in the architectural violation letters sent out in July. He also noted that the Committee is handling numerous requests and seeking ways to speed up the review process.

**Old Business:**

1. *Mailbox replacement.* Bill Saint explained that earlier reported efforts to replace ten worn community mailbox units through *Top Notch Enterprises* had stalled when it was learned that the firm did not hold a Certificate of Authority (license) to operate in Virginia, although it possessed one for Maryland. The community's legal counsel advised against contracting with an unlicensed firm. On this basis, the second lowest bidder, *Mainstreet Mailboxes*, was approached. However, their bid of \$16,371 slightly exceeded the \$16,000 that the Board had authorized for this work on July 22<sup>nd</sup>. Following discussion, it was then moved, seconded and unanimously approved to authorize up to \$17,000, as justified, in finalizing this contract.

2. *Snow removal contract.* Board members ratified an earlier unanimous email vote in favor of renewing the snow removal contract for this winter with Professional Grounds with the same terms and cost as last year.

3. *Halloween Parade and November Bonfire.* Board members ratified an earlier unanimous email vote to authorize up to \$300 in expenditures for this month's Halloween parade and for a community bonfire event in November.

4. *Parking Study:* Bob Parker presented the draft study of options and costs for increasing the number of parking spaces in the community in response to the Fire Marshal's decision to require most curbs in the community to be designated as no-parking areas in order to ensure the entry of emergency vehicles. The assessment was carried out by Board-appointed consultant Robert Brown, P.E. and proved to be well done. A wide-ranging discussion followed. It sought to clarify a number of questions prompted by the parking constraints and the study's assessment:

- How serious is the current parking problem from the residents' perspective?
- What is the maximum number of spaces that could be created?
- How many new parking spaces would be sufficient?
- What should be our priorities?
- How will we pay for it?
- What is the likely applicability of the various possible fixed costs associated with obtaining the necessary permissions from country government?
- How can we best engage community residents in assessing identified options?

This discussion identified several needs for clarification or elaboration in specific aspects of the consultant's report that might help in addressing these questions. The consultant will be asked to respond to these in finalizing his report. Upon motion and second, the Board voted unanimously to authorize up to an additional \$250 in order for the consultant to incorporate this additional work into his report. The consultant's final report will be made available to community residents upon request.

Related discussion focused on County Supervisor Linda Smyth's lack of response to the Board's letter of last April, which asked for interpretation with respect to Chesterfield Mews' eligibility under the fire code modification clause, and also on the status of the Fire Marshal's requirement that extensive no parking signage be posted along yellow curbs in the community.

**New Business:** Gordon Silcox communicated that the Barkley Gate community association had emailed their concerns with excessive noise at the Kena Temple and inquired whether or not this is a problem for Chesterfield Mews. Also, he shared a communication from the Pine Ridge Civic Association informing us of the county park service's plans to expand the Eakin Park picnic area (located where the bicycle/jogging trail crosses Prosperity Avenue) to include a picnic shelter.

**Next Meeting:** The next board meeting is scheduled for December 9, 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 Board, upon motion duly made and unanimously carried, the meeting was adjourned at 10:40 p.m.

  
Secretary

December 9, 2014

Approved