

**MINUTES OF
CHESTERFIELD MEWS COMMUNITY ASSOCIATION
Regular Meeting of the Board of Directors
July 28, 2015**

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. with Gordon Silcox presiding and John Whitlock appointed acting-secretary to take minutes. As earlier reported, Bill Caldwell resigned from the board of directors on July 17.

Board Members in Attendance:

Kevin Noca	<i>Absent:</i>
Rosina Schacknies	Brian Saal
Gordon Silcox	Bill Saint
Sindhu Thomas	
John Whitlock	
Jimmy Xu	

Community Members in Attendance: Helen Fortner of Eakin Park and Emilie Brundage of Readsborough Court.

Approval of Minutes: The minutes of the June 23, 2015 board meeting were reviewed. A motion to approve the minutes as submitted was made, seconded and carried.

Open Forum: Community members posed questions on repair of the stone path at upper Colchester Brook and downspout extensions. Board members mentioned a damaged automobile parked on lower Colchester for several months; how to approach repairing a courtyard crack where one courtyard resident refuses to contribute; suggested removal of a dumpster and portable toilet in parking spaces on Colchester; standing water at a reserved parking space on Eakin Park.

Treasurer's Report: Jimmy Xu reported that the financial audit for the fiscal year ended April 30, 2015 has been finalized administratively with clean audit opinion.

At Year End:

Total Revenues:	\$184,730	Total Assets - \$72,972 increase to:	\$429,860
Operating Expenses	(\$132,161)	Members' Equity - \$36,198 increase to:	\$364,964
Transfer to Reserve Fund:	(\$45,594)	Reserve Fund Expenses:	(\$16,371)
Surplus for the year:	\$ 6,975	Year-end Reserve Fund balance:	\$345,919

The Reserve Fund balance is about 1% greater than the level recommended by the 2012 Reserve Fund Study.

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Committee and Work Area Reports:

1. *Grounds Working Group:* The monthly activity report from the GWG was distributed. The GWG recommended board approval of a SavATree \$2,643 contract to trim several hazardous trees. Approval was moved, seconded and passed unanimously. SavATree reported that a lower Readsborough tree considered dead had fungus and could survive with modest treatment over time.

2. *Grounds Liaison:* John Whitlock reported on behalf of Bill Saint: Dead-wooding has been completed. The Colchester staircase and community-wide swale cleanup projects are underway. Substantial progress has been made with the county-partnership erosion project between lower Eakin Park and Readsborough – digging, trenching, downspout extensions, branch trimming, and sod. All county deadlines have been complied and the landscape design is underway with planting scheduled for September.

3. *Architectural Control Committee:* Gordon Silcox reported that the turnover of documents to the new ACC chair, Ernie Keiser, has almost been completed.

Old Business: *Parking Study:* Gordon Silcox reported that a telephone conference will be scheduled this week with board member Brian Saal, civil engineer Bob Brown and himself to address next steps in maintaining contact with the Fire Marshal.

Craven's Property Development: Developer Michael Hummel, manager of Ausable, LLC has requested a letter granting permission to enter upon CMCA property to perform such work as installation of sewers, fencing and landscaping and temporary grading. This standard letter of permission is required by the county for approval of the developer's site plan.

New Business: Kevin Noca distributed his presentation on “electronic communications in the Mews” which assesses the needs and various approaches to improving two-way communications between the community and the board of directors. The following discussion began to highlight steps to be taken in the near future once planning is completed.

Next Meeting: The next board meeting is scheduled for 7:30 p.m. on Tuesday, August 25, 2015, 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 and unanimously carried, the meeting was adjourned at 10:05 p.m.

John Whitlock
Secretary

August 31, 2015
Approved