

**MINUTES OF
CHESTERFIELD MEWS COMMUNITY ASSOCIATION
Regular Meeting of the Board of Directors
April 26, 2016**

Call to Order: The monthly meeting of the Chesterfield Mews Community Association board of directors was held at the home of Bill Saint located at 3179 Colchester Brook Lane, Fairfax, Virginia. The meeting convened at 7:35 p.m. Gordon Silcox presided and Bill Saint took minutes as secretary.

Board Members in Attendance:

Syed Ali	Sindhu Thomas
Ginny Howden	John Whitlock
Bill Saint	Jimmy Xu
Rosina Schacknies	<i>Absent:</i>
Gordon Silcox	Kevin Noca

SCS Staff in Attendance: Daniel Danko, Portfolio Community Manager.

Community Members in Attendance: None.

Approval of Minutes: The minutes of the March 22, 2016 board meeting were reviewed. A motion to approve the minutes as submitted was made, seconded and carried.

Open Forum: No comments.

President's Report: Gordon Silcox informed Board members that a resignation letter had been received from Kevin Noca (class of 2017), effective immediately.

Treasurer's Report: Jimmy Xu reported small positive balances in both the annual operating budget and the Reserve Fund. He noted that delinquency rates for fee payments are low. The annual audit has been contracted with Daly, Hamad & Associates. He then presented and explained the draft budget for 2016-2017. Following discussion, a motion to approve this budget for the coming fiscal year was made and seconded. The budget was adopted by unanimous vote.

Committee and Work Area Reports:

1. Grounds Working Group: The Group's monthly report had previously been distributed. John Whitlock provided an update on the status of the Fairfax County erosion and drainage control project between 3175 and 3177 Eakin Park Court. He presented a revised budget from Simpson & Co., which had previously been selected as the lowest of three bidders, for a total of \$9,525. Half of this amount is eligible for reimbursement from Fairfax County. Following extended discussion, the Board approved this budget by vote of 7-1 – with the condition that the Board reserves the right to approve the color of the brick pavers to be used.

2. Grounds Liaison: Bill Saint explained that two high-priority projects for the coming year involve the same type of work that was done for two very similar projects in 2015 (swale repair and downspout extensions). He moved that the Board invite the two vendors who won the 2015 contracts under a competitive bidding process to present proposals for the new work on a sole source basis if they agreed to apply the same rates contained in their previous contracts. The motion was seconded and approved with a vote of 7-0. Proposals received will be brought to the Board at its next meeting for final approval.

4. *Architectural Control.* Guidelines for homeowners about home exterior architectural regulations are being drafted for ACC approval and publication, relating to patio fencing, painting, home siding materials, etc. Preparations for the Spring architectural control review are underway.

5. *Management Report.* Daniel Danko reported that a letter had been sent to a homeowner with unattractive dead and overgrown exterior landscaping. He also asked the Board for the survey of sidewalk and curb repairs as a basis for seeking a vendor to carry out repairs.

Old Business

Bear Branch Terrace. Gordon Silcox reported that he had received communications from Mike Hummel confirming our prior understandings with the developer on tree removal, fencing and landscaping. He also noted that water main excavation on the access road will be carried out in late May.

Tennis Court Repairs. John Whitlock reported receipt of four competitive bids for the restoration (cleaning, crack-filling, painting) of the tennis court. It was proposed to include two-tone color, a new tennis net and lines for 4-square and hopscotch. A motion to award this contract to Sport Systems at a cost of \$13,450, with payment from the Reserve Fund, was approved unanimously by a vote of 8-0.

Guysborough Retaining Walls. The lowest bid for replacing these rotting walls, received in 2015, was found to be non-compliant with Fairfax County guidelines and withdrawn by the vendor. In discussing how to proceed with this matter, some Board members voiced doubts regarding the definitiveness of the plat submitted that showed these walls to be on CMCA grounds. After extended discussion, President Silcox asked Bill Saint to draft a letter to the CMCA lawyer asking for guidance on what type of proof is acceptable to resolve this issue.

Assuming ownership of Guysborough. Rosina Schacknies gave a progress report on the possibility that the community might gain ownership of the public portion of Guysborough Drive as a partial solution to the parking issue. A title search and plat have been completed and the lawyer is assembling an application package for county consideration. With a vote of 8-0, the Board approved payment of \$1,850 to APEX for surveying the Guysborough plat required for the application.

New Business:

Nominating Committee. The nominating committee for the coming fiscal year will be John Whitlock (chair), Rosina Schacknies and Helen Fortner.

Next Meeting: The next board meeting is scheduled for Wednesday, May 25, 2016, at 7:30 p.m. at the home of Ginny Howden, located at 3165 Eakin Park Court.

ADJOURNMENT: There being no further business to come before the meeting, upon motion duly made and unanimously carried, the meeting was adjourned at 10:50 p.m.



Secretary

May 25, 2016
Approved