

MINUTES of  
**CHESTERFIELD MEWS COMMUNITY ASSOCIATION**

Regular Meeting of the Board of Directors

January 22, 2019

The Virginian, 9229 Arlington Blvd., Fairfax, Virginia

**Board Members in Attendance:**

Patricia Trillet

Matthew Pepper

Emilie Brundage

Zhao Yan

Marcie Foster

Bill Saint

Margaret Kerr-McKown

**Board Members Absent:** Helen Fortner. Emilie Brundage arrived at 7:45. Zhao Yan arrived at 8:10.

**Others Present:** Mary McGarvey, community member

**Proceedings:** The monthly meeting of the Chesterfield Mews Community Association Board of Directors was called to order at 7:33 p.m. by Patricia Trillet who presided. Margaret Kerr-McKown recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

**Approval of Agenda:** A motion to approve the agenda as presented. The motion was approved, seconded, and carried 5 yeas to 1 nay.

**Open Forum:**

Mary McGarvey reported persistent water/mud behind her home. Following discussion, the solution may be construction of a swale in the Spring or JP Lang may be asked to design a landscaping correction to the area.

Ms McGarvey also requested a copy of the budget. A copy will be provided to her.

Patricia Trillet acknowledged email from John Whitlock supporting the process of “vacation and abandonment” as a solution to the parking situation in the community. It was noted this was last mentioned in the Meeting Minutes of 4 October 2016.

Emily Brundage raised concern erosion behind homes on the eastern side of Readsborough Court caused by Fairfax County. She presented a letter drafted to Bruce Easmunt, Esq. an attorney with Chadwick, Washington, Moriarty, Elmore & Bunn, PC. The letter referred to emails.

Ms Brundage was requested to provide the referenced emails and provide context for the email and the letter, including previous interaction with Fairfax County.

**Approval of Minutes:** A motion was made to consider the minutes of the November 27, 2018 Board meeting at the February 26, 2019 meeting, was made, seconded and carried unanimously. A motion to approve the minutes of the December 17 2018 Board meeting was made, seconded and carried unanimously.

## **Board of Directors Meeting Minutes**

---

### **Treasurer's Report:** Helen Fortner's report:

1. *Dues:* Current delinquency is \$925.97. One homeowner has not paid HOA dues for the second half of the year; and several others owe nominal amounts; late fees, etc.
2. *Year End Taxes:* 2017-2018 audit is completed. State & Federal tax returns have been filed and paid.
3. *New and Renewed Contracts signed:*
  - Grounds – 5-year contract, at no cost increase, with Blade Runners effective 1/1/19 (including snow clearance).
  - Professional Management – 1-year contract with SCS effective 1/1/19
  - Trash/Recycling – 3-year contract with American Disposal Services effective 2/1/19
  - Insurance policies all renewed through Welch, Graham & Oglen Insurance, Inc.

### **Committee and Work Area Reports:**

1. *Grounds and Landscaping:* Bill Saint:
  - Reported that Mike Dollard, a certified arborist associated with Blade Runners, will be assessing the health of the maple trees on Readsborough Court.
  - Presented a Scope of Work and Cost Estimate prepared by Jeff Lange for the Upper Readsborough Court area. Following review and discussion, a motion was made to accept the Scope of Work for use as the RFP to solicit bids was made, seconded and approved unanimously.
4. *Courtyard Amendment Working Group:* will report next month.
5. *Communications Coordinator:* Marcie Foster has distributed information regarding the transition from Republic Services to American Disposal Services. She is continuing to work with Republic to obtain more information.
6. **New Business:**
  - Architectural Control Committee: A motion to appoint Emilie Brundage to serve in the ACC with a term ending in April 2021 was made, seconded, and approved unanimously.
  - Architectural Control Committee: A motion to appoint Mary McGarvey to serve in the ACC with a term ending in April 2021 was made, seconded, and approved unanimously.
  - Motion to pay \$299.88 for our web domain for a year was made, seconded and approved unanimously.

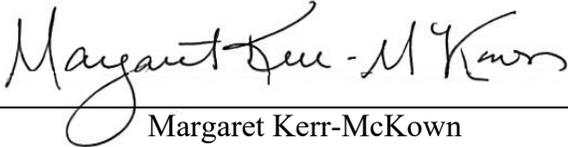
## **Board of Directors Meeting Minutes**

---

- Motion to request SCS to solicit bids from Dale Hamad and two other accounting firms for proposals to perform audit and tax preparation was made, seconded and approved unanimously.

**Next Meeting:** The next board meeting is scheduled for February 26, 2019 at 7:30 p.m. at The Virginian, located at 9229 Arlington Blvd., Fairfax, Virginia

ADJOURNMENT: There being no further business to come before the meeting, upon motion duly made and unanimously carried the meeting was adjourned at 8:47 p.m.

  
\_\_\_\_\_  
Margaret Kerr-McKown

26 February 2019

\_\_\_\_\_  
Approved