

MINUTES of
CHESTERFIELD MEWS COMMUNITY ASSOCIATION

Special Meeting of the Board of Directors

February 12, 2019

The Virginian, 9229 Arlington Blvd., Fairfax, Virginia

Board Members in Attendance:

Patricia Trillet	Marcie Foster
Emilie Brundage	Helen Fortner
Matthew Pepper	Bill Saint
Margaret Kerr-McKown	

Board Members Absent: Zhao Yan

Others Present: None

Proceedings: A special meeting of the Chesterfield Mews Community Association Board of Directors was called to order at 7:38 p.m. by Patricia Trillet who presided. Margaret Kerr-McKown recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

The purpose of this special meeting was to discuss and decide upon two things:

- (1) Terms to be included in a Request for Proposal (RFP) to invite engineering firms to prepare a detailed, technical Scope of Work for use in asking for contractor bids to carry out the pending repair, resurfacing, and repainting and marking of the roads, curbs, sidewalks, and parking areas within the community, including areas of concern in the Scope of Work; and
- (2) Contractors to whom this RFP would be sent by the community's property management company, Select Community Services.

In preparation for the meeting, board members had reviewed a draft of a Request for Proposal and a list of engineering firms.

Following discussion of the draft Request for Proposal and list of firms, two motions were put forth:

Patricia Trillet made a motion to accept the draft Request for Proposal as amended. Matthew Pepper seconded and the motion passed by a vote of 6 yeas to 1 nay.

Bill Saint made a motion to direct the community's property management company, Select Community Services, to send the draft Request for Proposal as amended to the list of firms as amended. Matthew Pepper seconded and the motion passed by a vote of 6 yeas to 1 abstention (Helen Fortner).

Board of Directors Meeting Minutes

ADJOURNMENT: There being no further business to come before the meeting, the meeting was adjourned at 9:21 p.m.



Margaret Kerr-McKown

26 February 2019

Approved