

MINUTES of
CHESTERFIELD MEWS COMMUNITY ASSOCIATION

Regular Meeting of the Board of Directors

February 26, 2019

The Virginian, 9229 Arlington Blvd., Fairfax, Virginia

Board Members in Attendance:

Patricia Trillet

Emilie Brundage

Matthew Pepper

Zhao Yan

Marcie Foster

Helen Fortner,

Margaret Kerr-McKown

Board Members Absent: Bill Saint, Zhao Yan arrived 7:47 p.m., Helen Fortner, arrived 8:00 p.m.

Others Present: Susan Baker community member; Mary McGarvey, community member; and Daniel Manning, community member

Proceedings: The monthly meeting of the Chesterfield Mews Community Association Board of Directors was called to order at 7:40 p.m. by Patricia Trillet who presided. Margaret Kerr-McKown recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

Open Forum:

- Susan Baker presented a letter signed by eight homeowners on Readsborough Court expressing concern have about the erosion in the wetland behind their homes. They request that the Board direct the attorney to work with Fairfax County to get this listed as a priority to be addressed.
- Daniel Manning informed the Board that watching the new construction to the east of the community, he has seen a backhoe used to create an open channel into the stream.
- Mary McGarvey requested that the area behind 3184 Readsborough Court be cleared would allow trash barrels to be brought around for collection and to improve the mosquito problem.

Approval of Minutes: A motion to approve the Minutes of the May 22, 2018 Board meeting was made, seconded and carried unanimously. A motion to approve the minutes of the November 27, 2018 Board meeting was made, seconded and carried passed with 4 yeas (unanimously by those who had been in attendance) and 3 abstentions by those who had not been in attendance. A motion to approve the minutes of the January 21, 2019 Special Board meeting was made, seconded and carried unanimously. A motion to approve the minutes of the January 22, 2019 Board meeting was made, seconded and carried 6 yeas and 1 abstention (Helen

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Fortner). A motion to approve the minutes of the February 12, 2019 Board meeting was made, seconded and carried 6 yeas and 2 abstentions (Helen Fortner and Zhao Yan).

Treasurer's Report: Helen Fortner reported:

1. Dues:

- Current delinquency amounts to \$85.71. This is the result of three \$25.00 late fees and a couple of payments that were short of the increased dues for the second half of the year.
- One community member was late paying the HOA dues and paid the late fee (\$25.00). Helen Fortner explained how this tardiness was a result of circumstances beyond the homeowner's control and made a motion that the late fee be refunded. The motion was seconded and carried unanimously.

2. Audit Contract Proposal: The audit firm of Daly, Hammad & Associates has provided excellent service in the past and their proposal includes a very reasonable inflation rate over the next years. Helen Fortner made a motion that the community accept their proposal for another three years. The motion was seconded and passed unanimously.

3. Financial Statements: Financial statements were presented and discussed by the Board.

4. Payment Approvals: A motion to reimburse Marcie Foster \$95.15 spent on the January newsletter and communication to the community regarding the change trash collection situation was made, seconded and carried 6 yeas and 1 abstention (Marcie Foster).

Committee and Work Area Reports:

- 1. Architectural Control Committee (ACC):* Margaret Kerr-McKown made a motion that Ernie Keiser be approached to join the recently reconfigured ACC. Matthew Pepper seconded and the motion passed by a vote of 6 and one abstention (Helen Fortner).
- 2. Paving Working Group:* Following discussion of the proposals received in response to the Request for Proposal (RFP) sent 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; Matthew Pepper made a motion to accept the proposal from the firm J2 to prepare a technical Scope of Work for a RPF to be used in inviting paving contractors to bid on the work described above for the sum of \$8,080. The motion was seconded and passed unanimously.

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Old Business: The Board discussed the developing erosion problem on upper Readsborough, considering the letter provided by Susan Bake and a draft letter by Emilie Brundage including a timeline of actions already taken. Understanding the urgency of the matter, the Board agreed to be prepared to act on the letter at the next meeting in three weeks.

New Business: None.

Next Meeting: The next board meeting is scheduled for March 18, 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 9:35 p.m.



Margaret Kerr-McKown

18 March 2019

Approved