

MINUTES of
CHESTERFIELD MEWS COMMUNITY ASSOCIATION

Special Meeting of the Board of Directors

July 22, 2020

Via Teleconference

Board Members in Attendance/Called in:

Dilma Zurita	Arash Zar
Emilie Brundage	Siavash Ansari
Mary McGarvey	Rosina Schacknies
Helen Fortner	Pilar Rubio

Board Members Absent: No.

Others Present: Steve Shaw, representing the community's property management company, Select Community Services.

Call to Order: The monthly meeting of the Chesterfield Mews Community Association Board of Directors was called to order at 7:05 p.m. Siavash Ansari presided and Dilma Zurita recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

Approval of Minutes: A motion to approve the May 27, 2020 Regular Board Meeting Minutes was made, and seconded. Vote was taken and the motion was approved by a vote of 3 yea, 1 abstain. Sia made a motion to approve the June 24, 2020 Regular Meeting Minutes. Dilma seconded. Vote was taken and the motion was approved by a vote of 3 yea, 1 abstain (Helen). A motion to approve the July 2, 2020 Special Board Meeting Minutes was made and seconded. Vote was taken and the motion was approved by a vote of 6 yea, 1 no (Helen questioned the term limit of the 9th board member position vacated by Lexi Chaung)

Open Forum: None

President's Report: Sia encouraged board members to manage time and accomplish as much as possible during the meeting

Secretary Report: Dilma reported that she emailed May 27, June 24, and July 2 Minutes for review and approval.

Treasurer's Report: Helen reported:

- 1) *Dues* – Currently there are 6 households pending payment of first half 2020-2021 dues.
- 2) *Billing*- Second half billing will be mailed in October.

Committee Reports:

Communications: Flyer for the community was emailed to the board to be discussed in the July 22 Meeting.

Grounds Maintenance: Pilar emailed the board a chart identifying 3 areas needing immediate attention: flooding, erosion, community trees maintenance. The president requested 3 quotes to be obtained for items listed in the chart

Architectural: Emilie reported that architectural inspections took place on July 6, 2020. She walked with the inspector throughout the community. The ACC committee will review the violations and make recommendations to the board at the August meeting.

Old Business:

- 1) *Annual Meeting* – In consideration of the increased COVID-19 spreading in Virginia, Sia made a motion to hold only a virtual annual meeting (no physical location included). Motion was seconded. Vote was taken and the motion was approved by a vote of 5 yea, 1 nay (Helen).
- 2) Emilie made a motion to nominate Dilma Zurita as the Board secretary. Motion was seconded. Vote was taken and the motion was approved by a vote of 4 yea, 2 abstain (Helen and Dilma)
- 3) Sia made a motion to postpone the review of the budget to a later meeting. Motion was seconded. Vote was taken and the motion was approved by a vote of 6 yea, 1 abstain (Helen)
- 4) Erosion issues- Steve Shaw emailed the board three proposals to build two swales -one in upper Reads borough, and one in lower Reads borough- as a solution to the flooding problems. The cost to build 2 swales is around \$15,000. The board should keep in mind its shared responsibility with Fairfax County, and ensure that the approved solutions will not harm Fairfax County property. Steve Shaw remarked that the construction of steps near Mr. Dufrene’s house is not recommended because there is too much water and not enough absorption. Each of these bids cost around \$15,000. The board discussed other options such as a drainage system and is committed to continue researching the root factors to secure a permanent solution.
- 5) *Paving holes* – Steve Shaw reported: It’s a significant problem but it has a resolution. We have to cut the asphalt, put down new rock and soil, and then pave. Steve Shaw received two quotes, one in March from Dominion Paving, and a second quote on July 22 from Brothers Paving, via text. The 3rd company did not respond to quote request, calls/emails sent by Steve. Steve estimates that it will cost about \$5000 to fix the hole. The board asked Steve Shaw to contact the Insurance Company to ask if our policy covers sinkhole repairs.

Next Meeting: The next board meeting is scheduled for 26 August 2020 at 7:00 p.m.

ADJOURNMENT: There being no further business to come before the meeting, upon motion duly made and unanimously carried, the meeting was adjourned at 9:00 p.m.

Dilma Zurita

Approved