**MINUTES OF**

**CHESTERFIELD MEWS COMMUNITY ASSOCIATION**

**Regular Meeting of the Board of Directors**

November 27, 2012

**Call to Order**: The monthly meeting of the Chesterfield Mews Community Association board of directors was held at the home of Kevin Noca located at 3159 Readsborough Court, Fairfax, Virginia. The meeting convened at 7:35 p.m. President Robert Parker presided and Gordon Silcox took minutes as secretary.

**Board Members in Attendance:**

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| Jo Ann Andren  Ross Bankson  Margaret Kerr-McKown  Nancy Minter  Kevin Noca  Robert Parker  Bruce Pincus  Gordon Silcox |

**Board Members Absent:** Brian Saal

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**Community Members in Attendance:** Helen Fortner and John Miller of Eakin Park Court, Mary McGarvey of Readsborough Drive.

**Approval of Minutes:** The minutes ofthe **October 23, 2012,** board meetingwere reviewed. A motion to approve the minutes as submitted was made, seconded and passed.

**Open Forum:** Mary McGarvey inquired about the status of apparent water main leaks near the intersection of Guysborough and Readsborough, and on Readsborough.

John Miller inquired concerning a letter received from GHA related to parking.

Margaret Kerr-McKown reported that work has begun installing new walkway surface for the 3139 Guysborourgh Drive courtyard.

**Treasurer’s Report:** Bruce reposted that the final, revised 2012 Condition Assessment and Reserve Fund Plan Update for Chesterfield Mews has been submitted by Mason & Mason Capital Reserve Analysts, Inc. Bruce moved to accept the Reserve Report as submitted. The motion was seconded by Ross and passed. As approved, during this fiscal year the Reserve Fund has designated $15,000 to replace trees that have previously been removed and $15,000 for identified drainage expenses. In subsequent years, $10,000 is designated annually for tree and drainage requirements.

Nancy agreed to investigate a $154 legal fee with Chadwick.

The maximum allowable home owner assessment increase for the next fiscal year will be 2.2%, since the Consumer Price Index for All Urban Consumers increased 2.2% from October 2011 through October 2012.

**Committee and Work Area Reports:**

* *Grounds Liaison*: Jo Ann reported on the status of stump grinding and terra-seeding projects.

Discussion on actions to take regarding removal of tree limb “hangers.”

Professional Grounds, Inc. has submitted its proposal for snow removal. Bob moved to accept the proposal. Motion seconded by Bruce and passed.

Discussion about drainage, erosion, suffocating grass, problem trees and possible future projects in the community.

* *Grounds Working Group*: Margaret and Gordon reported that the newly-formed Grounds Working Group had its first meeting on October 27 during the annual Halloween Party/Parade. Members in attendance were: Helen Fortner (Eakin Park), Ginny Howden (Eakin Park), Sharon Irving (Colchester Brook), John Whitlock (Delburne), Jimmy Xu (Readsborough), Margaret Kerr-Mckown (Guysborourgh) and Gordon Silcox (Colchester Brook).
* *Architectural Control Committee*: Candidates are still being considered for the third ACC member position.

**New Business:** Discussion concerning appropriate community responses whenever unusual events occur in or nearby to Chesterfield Mews.

The next board meeting is scheduled for January 22, 2013 at 7:30 pm at the home of Robert Parker, located at 3187 Readsborough Court.

ADJOURNMENT: There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried the meeting was adjourned at 9:10 p.m.

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| Gordon Silcox  Secretary | January 22, 2013  Date of Approval |