

**MINUTES OF  
CHESTERFIELD MEWS COMMUNITY ASSOCIATION  
Regular Meeting of the Board of Directors  
March 24, 2015**

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**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 7:45 p.m. Gordon Silcox presided and Bill Saint took minutes as secretary.

**Board Members in Attendance:**

Kevin Noca	Bill Saint
Robert Parker	Gordon Silcox
Patrick Raitt	John Whitlock
Brian Saal	Jimmy Xu

**Community Members in Attendance:** Helen Fortner of Eakin Park, Rosina Schacknies of Eakin Park, Lyle Minter of Eakin Park, Margaret Kerr-McKown of Guysborough, JoAnn Andren of Readsborough, Emilie Brundage of Readsborough, Daniel Manning of Readsborough, and Nancy & Rob Schoenaker of Readsborough.

**In Memoriam:** Gordon Silcox opened the meeting by noting that long-time resident, community activist and former Board president, Frank Kelly (after whom Kelly Circle is named) had recently passed away at the age of 83 years. He was remembered by those present as a humorous yet competitive person who invested a great deal of time and energy into the community. Professionally, he had headed the effort to acquire properties and right-of-way for the Metro system, thus leaving his indelible mark on the region.

**Approval of Minutes:** The minutes of the February 24, 2015 board meeting were reviewed. A motion to approve the minutes as submitted was made, seconded and carried.

**Open Forum:** The matter of the announced sale of Craven's Nursery to a developer and how the property line between the two would be marked was the primary concern of all residents in attendance. They voiced various reservations, especially with regard to open access between the two communities and any possible initiative to sell memberships that would enable residents of the new community to use CMCA amenities such as the tennis court and playground.

**Treasurer's Report:** Jimmy Xu presented a draft budget for the association during FY 2015/2016. It proposed small increases in the amounts that would be available for administration, utilities, snow removal, and consultants, and a decrease in funding for grounds maintenance. Following discussion, it was moved and seconded to increase annual resident assessments by 1.7% consistent with the association's covenants and by-laws. The motion passed with 7 votes in favor and 1 abstention. Discussion next addressed the question of how much would be contributed to the Capital Reserve from this budget. Several members noted that

the Capital Reserve is currently in good shape and fully compliant with community association guidelines for reserve funding. It was then moved and seconded to contribute 85% of the amount recommended in the Capital Reserve Study (i.e., \$53,892) in the coming fiscal year. The motion was passed 7 – 1. The Board did not vote on a final budget; Jimmy will distribute an updated version, reflecting proposed changes, via email for Board member consideration.

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

1. *Grounds Working Group.* The Group's monthly activity report was presented. Highlights included notice that 10 new mailboxes should be installed by the end of April, and that the Group had submitted a report to the Board on options for fencing and access along the property line between the community and the Craven's Nursery property, which was in the process of being sold to a developer later this year.

Discussion then centered on what recommendation the Board might make to the developer regarding boundary demarcation between the two properties and how best to solicit resident input on this matter. Eventually seven specific questions were defined as the basis of an invitation to residents to communicate their preferences: (1) fence or no fence; (2) gates or no gates; (3) solid/opaque or see-through fencing; (4) how high should a fence be; (5) whether landscaping should be associated with the fence; (6) whether security lights are desirable along the property line; and (7) whether a community meeting should be called to enable dialogue on these points.

The Board then decided to seek resident feedback on these points by means of the following: (a) a website invitation to comment; (b) an explanatory flyer delivered to each home by Friday evening; (c) comments would be received and collected by the Board until April 9<sup>th</sup>; and (d) a written statement to the developer from the Board would be submitted before the County Zoning Board meeting on April 16<sup>th</sup>.

*Open Forum.* The Board president announced a special open forum session to allow residents in attendance to comment on the discussions they had just heard regarding fencing, etc.

2. *Grounds Liaison.* Bill Saint observed that considerable sand had accumulated on community streets and parking lots as a result of snow removal during a particularly difficult winter, and presented a proposal from Professional Grounds to remove all sand and dirt from all community roads, sidewalks and parking areas at a cost of \$1,967. Following discussion, it was moved and seconded that the contract proposal be approved. The vote was in favor 8 – 0. Next, Saint reported that a resident at lower Eakin Park had cut 8 or 9 branches off of a large oak tree on community property in violation of association guidelines and asked how the Board should respond to this. Following discussion, it was moved, seconded and unanimously decided that the Board secretary will prepare a letter to the resident in question for signature by the Board president requesting that the resident donate to the Association the amount of its cost to hire a professional arborist to repair and prune the tree properly. Finally, Saint informed Board members that community shrubs on parking islands and elsewhere would be fertilized shortly, and that he planned to construct two new benches to replace those currently in poor condition at the corner of Guysborough and Eakin Park.

3. *Streets and Parking.* Brian Saal reported that he had discussed the specifics of the process to obtain approvals and permits for community curb relocation (to increase the number of parking spaces) with the consulting engineer Robert Brown, who had prepared the parking study for the Board. He noted that the first proposed step should be a face to face meeting with the County Fire Marshal to present the Board’s plans and seek his preliminary agreement to proceed. The second step would be to identify the specific permits required and the respective steps necessary to apply for them. He recommended that Robert Brown be hired again at a cost of \$250 to accompany a Board member to the planned meeting with the Fire Marshal, expected to occur during April. Following a second and discussion, the Board voted 7 – 1 to approve this contract.

4. *Architectural Control.* Gordon Silcox reported that the Architectural Control Committee will be updating architectural standards (e.g., for windows, patio fences, etc.) and a Spring inspection of homeowner compliance with architectural standards is planned for late April or early May.

**Old Business:** It was observed that the yellow curb painting carried out last fall had not weathered the winter very well and Gordon Silcox volunteered to telephone the contractor to request a touching-up of the paint job.

**New Business:** It was moved, seconded and unanimously agreed that the association’s annual meeting would be held at Fairfax Circle Baptist Church on Thursday, April 30<sup>th</sup>, at 7:30 p.m.

**Next Meeting:** The next board meeting is scheduled for April 28, 2015, at 7:30 p.m. at the home of Gordon Silcox located at 3159 Colchester Brook Lane.

**ADJOURNMENT:** There being no further business to come before the meeting, upon motion duly made and unanimously carried, the meeting was adjourned at 10:22 p.m.

  
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Secretary

April 28, 2015  
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Approved