

**MINUTES OF
CHESTERFIELD MEWS COMMUNITY ASSOCIATION
Regular Meeting of the Board of Directors
September 22, 2015**

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 7:36 p.m. Gordon Silcox presided and Bill Saint took minutes.

Board Members in Attendance:

Syed Ali	Sindhu Thomas
Kevin Noca	John Whitlock
Bill Saint	Jimmy Xu
Rosina Schacknies	
Gordon Silcox	<i>Absent:</i> Brian Saal

Community Members in Attendance: Helen Fortner and Ginny Howden of Eakin Park Court, Syed Ali and Maryam Ali of Colchester Brook Lane.

Board Vacancy: A Board vacancy was created by the resignation of Bill Caldwell in July 2015. A call for candidates generated two applicants: Robert DuFrane of Readsborough Court and Syed Ali of Colchester Brook Lane. Syed Ali summarized his professional experience as an information technology manager and emphasized his desire to contribute to the community. Robert DuFrane could not attend due to an accident that required hospital treatment and Gordon Silcox briefed those present on DuFrane's extensive experience in management, budget execution and strategic planning acquired through service in several federal agencies. The vote was taken by secret ballot with Helen Fortner of the Nominations Committee serving as the ballot counter. Syed Ali was elected to serve out Caldwell's unexpired term.

Approval of Minutes: Numerous revisions were suggested to the August 31, 2015 draft minutes. To save time, it was agreed that the secretary would integrate the various comments offered and circulate a new draft of these minutes as soon as possible after the meeting.

Open Forum: Mews resident Maryam Ali reported visiting about 100 homes to obtain additional residents' email addresses for Board communications. She was assisted by her brother Kahlid Ali and their friend Kayla Young. They encountered reluctance due to residents' concerns with email privacy. With regard to the new snow removal contract, a resident requested the Board to consider a competitive bid for the contract, to stipulate that no salt be used on stained courtyards because it corroded their color treatment, and to ask for the trigger depth of snowfall for removal be based on snowfall in the Mews, not elsewhere in Fairfax County. A Board member reported that the padlock to the tennis court and playground has again been stolen for the second time in three weeks. It was therefore agreed that a sign will be posted on the gate asking users to lock the gate behind them until a mounted lock solution is in place.

Treasurer's Report: Jimmy Xu reported that income and expenses continue to be on track with minimal variance. Total arrears in resident maintenance fees is \$8,700. A check in the amount of \$4,000 was received from Fairfax County as partial reimbursement for expenses of the erosion management and landscaping project between lower Eakin Park and lower Readsborough Court.

Committee and Work Area Reports:

1. Grounds Working Group: John Whitlock presented a recommendation from the Group that a contract up to the amount of \$4,500 be awarded to ZTA for the placement of underground piping between the existing downspout extensions currently ending at resident property lines and the community boundary. The project area is behind residences on the east side of Readsborough and Eakin Park. Its purpose is to reduce significant common area erosion.

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The motion was made, seconded and following discussion, was approved unanimously with the proviso that a list of addresses where the extensions will be placed be provided to the Board president.

John Whitlock then presented a second GWG recommendation for planting three new willow oaks along Guysborough and transplanting two small crape myrtles to better locations on Delburne and Guysborough. Following discussion, a motion to this effect was made, seconded and approved unanimously. With this authorization, the GWG will now invite bids for this work.

2. *Grounds Liaison:* Bill Saint briefly summarized grounds-related happenings during the past month. These included: (i) new benches installed in the Guysborough/Eakin corner park, constructed by Bill Saint; (ii) removal of additional low-hanging deadwood by hand; (iii) removal of five shrubs in Kelly's Circle that had succumbed to root rot; (iv) authorization of nutritional and root stimulant treatments for two leafless diseased trees in the effort to revive them; (v) depleted areas of the pachysandra bed at the corner of ex-Blairmore and Colchester have been replanted; and (vi) stakes have been placed on the Kelly's Circle curb to keep trucks from driving over plantings in the circle.

3. *Architectural Control:* There was no report from the ACC for this month.

Old Business: *Parking Study:* A proposal from consulting engineer Bob Brown of J2 Engineering to provide engineering and surveying services had earlier been distributed to Board members by Brian Saal. In Brian's absence, discussion of the proposal was tabled.

Board communications with residents. Kevin Noca presented an updated summary of earlier Board discussions on ways to improve communications with Association members. Subsequently the Board voted (a) to develop business rules informing all Board communications; (b) to concentrate community communications and information dissemination on the Mews website; (c) to adopt the web "Contact Us" form as the sole means of official communication between residents and the Board; and (d) to limit newsletter distribution to once each quarter.

Management services contract. Gordon Silcox informed Board members that a letter communicating administrative termination of the current management services contract with Gates Hudson Community Management had been sent in conformity with the contract's 90 day notification period. The letter is consistent with the Board's intention to define a list of contracted management services desired by the Association and invite bids on a new contract.

New Business: *Snow removal contract.* Professional Grounds has submitted a proposal for snow removal within the Mews during the winter of 2015/2016. The President deferred discussion of this item until the October meeting.

Possible acquisition of county-owned Guysborough Drive. Attention to this topic was also postponed until the October meeting.

Next Meeting: The next board meeting is scheduled for October 27, 2015, at 7:30 p.m. at the home of Kevin Noca, located at 3159 Readsborough Court.

ADJOURNMENT: There being no further business to come before the meeting, upon motion duly made and unanimously carried, the meeting was adjourned at 10:26 p.m.



Secretary

October 27, 2015

Approved