

# Minutes of Chesterfield Mews Community Association

## 2017 Annual Meeting

April 27, 2017

The 2017 Annual Meeting of the Chesterfield Mews Community Association (CMCA) was held on April 27, 2017 at the Fairfax Circle Baptist Church. Board Vice President Ginny Howden opened the meeting at 7:39 p.m. Board members attending were Helen Fortner, Syed Ali, Sindhu Thomas, Bill Saint, Ginny Howden, John Whitlock and Trish Trillet. Gay Bridges represented Select Community Services.

Twenty-five owners were physically present and 18 proxy forms were submitted, thus ensuring that quorum was attained. Proof of 30-day notice for this meeting was presented by SCS.

**Minutes of the 2016 meeting:** The minutes were read during the meeting. A motion from the floor to approve the minutes was made, seconded, and carried.

### Reports of the Board:

- Bill Saint welcomed all those present. He apologized on behalf of Rosina Schacknies, the president of the Board for her absence, which was due to her preparations for surgery which is coincident with this meeting. He read the remarks on her behalf. The highlights are listed below
  - (1) accomplishments during the past year
    - In dialogue with the developers of the Woodson Parc homes, obtained a new boundary fence and the developers also cleared all brush and bamboo on our side of the fence, and planted roughly 150 shrubs and trees in landscaping on our side.
    - Initiated discussions with Fairfax County regarding the possibility that our community might be given the stretch of Guysborough Drive from the entrance to Kelly Circle, which is currently a county road.
    - The tennis court was resurfaced and repainted.
    - Several drainage swales were refurbished
    - Billing policy for maintenance fees was revised to clarify due dates and late payment penalties
    - Several community social events were organized with the goal of helping residents to become better acquainted.
    - The annual Architectural Review of compliance with the community's architectural standards was recently completed and violation letters are expected to go out in mid-May.
  - (2) Challenges faced by the board and by the community Our community is now more than 40 years old. It confronts several complex problems produced by the aging process. Specifically, we see three problems caused by the aging of the community:
    - Landscaping. Many of the trees and shrubs that comprise our attractive landscaping are nearing the end of their natural life. The Board is currently working on a long-term plan for tree and shrub maintenance and replacement. More work remains to be done before putting this plan into effect.
    - Covenants and bylaws. Our association's current covenants and bylaws are now very dated and are no longer consistent with prevailing state and county legislation. We have initiated a process of reviewing and updating our covenants and bylaws with an eye to improving the capacity of the board to protect and enhance the attractiveness of our community, while safeguarding the interests of owners and residents.
    - County parking regulations. As reported in previous annual meetings, county standards for the minimum width of streets, both with and without parking, have been changed since our community was constructed. At that time, the fire marshal also ordered us to erect, at our own expense, "no parking" signs every 15 ft. along the yellow curbs.
    - the changing composition of our community residents
  - (3) Work plan for the coming year.
    - Put in place a long-term plan for tree and shrub maintenance and replacement
    - Repave asphalt areas and repair curbs and sidewalks.
    - Update Association covenants and bylaws
    - Decide whether to pursue the no-cost annexation of Guysborough Drive
    - Review the present guidelines for repairing and renovating courtyards

- Update the 2012 Reserve Study
- Treasurer Helen Fortner discussed the following
  1. 2018 Budget – Annual assessment for fiscal year ending 4/30/18 is \$1255.00, with semiannual billings of \$627.50 payable May 1 and November 1, an increase of about \$20.00 over last year. With age of community (35-40 years) more maintenance/repairs are required. About 44% of costs are fixed by contract. The \$54,657 contribution to the Reserve funds account for another 29% of funds. Optional spending is primarily in the landscaping/trees area.
  2. Reserve Study - Commonwealth of Virginia requires a Reserve Study (an assessment of community assets with projections of maintenance costs/timing) every five years. The last study for Chesterfield Mews was done in fiscal year 2012 - thus a new study is due this fiscal year (May 1, 2017 - April 30, 2018). It is anticipated that reserve requirements, based on current costs, especially for oil products and repairs of items not in the 2012 Study, will require a larger share of the budget in the future.
  3. New Collection Policy - a new collection policy was approved by Board recently, copies were mailed to each homeowner on 4/20/17.
- John Whitlock presented the grounds report. It was another busy year for volunteers tending to grounds projects. The Grounds Working group was deactivated in favor of management company, small workgroup, and individual tasking on an ad-hoc basis.

2016-17 Accomplishments	2017-18 Priorities	Challenges: We need your help
<p>→ Monitoring the Woodson Parc development plans and agreed-upon Mews plantings and we coordinated removal of a substantial amount of brush and bamboo along fence line (at developers cost).</p> <p>→ Established requirements, developed Requests for Proposals, and reviewed a small number proposal submissions for a forthcoming Grounds Master Plan (which I will elaborate upon shortly)</p> <p><i>2016-17 Annual Budget:</i></p> <ol style="list-style-type: none"> <li>1. First, the association received \$4,000 in matching funds from Fairfax County having completed Conservation Assistance Program requirements for the permeable paver walkway element of the erosion and drainage control project between lower Eakin and lower Readsborough.</li> <li>2. A small trench and grading project corrected drainage in the area of three middle Colchester homes.</li> <li>3. During Winter, we commissioned the removal of large fallen limbs as well a thorough clean-up of trash and debris along the Woodson Parc fence line.</li> <li>4. There was recent concurrence on five tree stumps to be ground.</li> </ol> <p><i>2016-17 Reserve Fund:</i></p> <ol style="list-style-type: none"> <li>1. Refurbished four deteriorated swales.</li> </ol>	<p><i>2017-18 Annual Budget:</i></p> <ol style="list-style-type: none"> <li>1. Commission a Grounds Master Plan to guide the future development and maintenance of the common grounds and landscaping. The plan should include integrated recommendations for new undertakings, as well as the renovation of existing shortcomings that will produce a higher level of curb appeal within the neighborhood.</li> <li>2. Community enhancement with plantings with priority given to privacy concerns along the fence line and a replacement tree for lower Readsborough.</li> </ol> <p><i>2017-18 Reserve Fund:</i></p> <ol style="list-style-type: none"> <li>1. An immediate priority is to replace 2 rotted retaining walls determined to be on common grounds, behind two Guysborough homes.</li> <li>2. Lightly grade and plant ground cover on hillside between 3145 and 3151 Readsborough to stop erosion, and install steps for access. We'll also seek eligibility for <i>state</i> conservation assistance</li> </ol>	<p>- Some people cut trees that don't belong to them. Please be sure that you own the trees you cut.</p> <p>- Vehicles occasionally run over the landscaping in Kelly Circle. If you have seen these vehicles, please let us know.</p> <p>- Some people dump tree trimmings and garden debris on Fairfax County land in the woods along the property line, which is illegal and unsightly. Have you ever seen anyone do this? Landscaper, perhaps If so, please let us know.</p> <p>- We still have too much uncollected dog poop on the grounds. If you see anyone not picking up their dog leavings, please ask them to do so.</p> <p>-Also, please continue to keep our community looking nice by picking up papers and trash that get blown around by gusty winds.</p> <p>- Lastly, very few residents take initiative to report grounds issues for board attention, e.g., fallen limbs. As always, we invite your comments and suggestions through the</p>

2. Re-surfaced the tennis court, basketball court, and tot lot.	program off-sets for this project.	“Contact Us” page of the website.
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- Trish Trillet presented the social committee report. Several community social events were organized with the goal of helping residents to become better acquainted. This include the 4<sup>th</sup> of July, Halloween, Ice cream social, Holiday decoration, and movie nights.
- On behalf of the Architectural Control Committee, Ginny Howden expressed appreciation and thanks to the other members of the ACC. The annual Architectural Review of compliance with the community’s architectural standards was recently completed and violation letters are expected to go out in May.

**Election Of Officers**

Residents Ernie Keiser and Anna Choung were appointed as vote-counters for the election.

Prior to the meeting, Ginny Howden, Rosina Shacknies and Matthew Pepper had submitted their candidacies to SCS and the Nominating Committee to fill the positions of three retiring Board members. Nominations from the floor: Emilie Brundage.

Election results: The winning candidates were Ginny Howden, Rosina Shacknies and Matthew Pepper.

**Homeowners Forum**

Residents in attendance raised various issues: landscaping concerns, dissatisfaction with the home exterior look, perceived issues between the board and the community, enforcement of the by-laws, use of low quality trash bags, issues with parking - Guyborough widening/annexation.

**Adjournment**

At the conclusion of the homeowners’ forum, the meeting was adjourned at 9:34 p.m.