

MINUTES of
CHESTERFIELD MEWS COMMUNITY ASSOCIATION

Regular Meeting of the Board of Directors

December 18, 2019

The Virginian, 9229 Arlington Blvd., Fairfax, Virginia

Board Members in Attendance:

Dilma Zurita

Helen Fortner

Emilie Brundage

Margaret Kerr-McKown

Zhao Yan

Board Members Absent: Siavash Ansari, Marcie Foster, Matthew Pepper, Alexis Chaung

Others Present: Homeowners: Mary L. McGarvey, Rosina Schacknies, and Bob DuFrane; and 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 7:47p.m. Margaret Kerr-McKown presided and Dilma Zurita recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

Open Forum:

- 1) Bob DuFrane asked for an update on his concern communicated to the Board few months ago about parking along Guysborough Drive and his offer to enforce the no parking area. He also expressed concern of potential hazard and erosion over a hillside near his property.
- 2) Rosina Schacknies requested tree branch trimming on Upper Eakin Park Court.

Approval of Minutes: The Minutes for the November 20 meeting and the December 4 Special Meeting will be considered at the next meeting.

President's Report: No update.

Treasurer's Report: Helen Fortner reported the following:

- 1) *Financial statements* project contractual obligations are based on the November 30, 2019 financial statement prepared by CS
- 2) *Paving project* has been completed successfully and the final expense \$316,108 is under budget estimates. The treasurer proposed that letters of appreciation for jobs well done be sent on behalf of the Community to J2 Engineers and Dominion Paving and a copy of the J2 final summary be forwarded to Dominion Paving project manager.
- 3) *Second Half Billing:* Six households owe the second half dues and four households have

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a small balance. Total outstanding is \$4,258.88 as of 12/18/2019.

4) *Landscaping*: Operating Funds balance of \$2,808.69 is left after the removal of dead trees and planting of replacements. This balance will be kept until early spring for removal or clean-up of potential storm damage.

5) *Payment of Web Maintenance Invoice #200222 for \$299.88* was approved. Helen Fortner made a motion to authorize the purchase of one SSL license for 1 year at \$150 or less. The motion was seconded and approved unanimously.

6) *Other*: SCS contract evaluation period before renewal was missed. Dilma requested Steve Shaw an inventory of all contracts with expiration and renewal dates. Helen suggested a new survey of grounds could benefit the community.

Committee and work Area Reports:

Communications: No update.

Architectural: The architectural committee: Emilie Brundage, Mary McGarvey, and Rosina Schacknies; reported they had reviewed a 16-pages inspection report prepared by SCS. The report lists a total of 102 specific concerns. The committee recommended the Board not to mail violation letters to homeowners with light violations such as bikes, toys, brooms, left outside. Additionally, the committee recommended the Board to leverage the News Letter and Website to inform and educate homeowners on current regulations and our obligation to comply. The committee will review the extensive report and provide the list of architectural violations to the Board with recommendations for letters to be sent from the management company SCS.

Old Business:

- 1) Tree removal on Readsborough Court is completed. Replacement of removed trees is pending.
- 2) Storm water drainage 3155 Colchester Brook Lane. Resolved. Residential drainage pipe has historically been connected to the Association stormwater management system. The Board approved the homeowner's request to continue this arrangement. Further, the Board requested that the homeowner provide documentation that the connection meets 2019 industry standards and the plumber's scope of work to the Association.

New Business:

1) *Open forum concerns*: The Board informed the Homeowners who brought the concerns to Open Forum that the Board would need more information before making a decision.

2) *Violation of By-Laws 3189 Eakin Park Court*

Emilie Brundage made a motion to abate the letter of violation sent to homeowner of 3189 Eakin Park Court. Discussion followed. Helen Fortner made a motion to table the

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discussion until Board Members receive the legal training that had been discussed at prior meetings. The motion was seconded, and the vote taken: 2 in favor, 3 opposed. Motion failed. Discussion continued. Helen Fortner left the meeting, citing the late hour. Margaret Kerr-McKown ended the meeting and left.

Next Meeting: The next Board meeting is scheduled for 22 January 2020 at 7:30 p.m. at The Virginian, located at 9229 Arlington Blvd., Fairfax, Virginia

ADJOURNMENT: When there was no longer a quorum, Margaret Kerr-McKown ended the meeting at 10:13 p.m.

Dilma Zurita

Approved