

MINUTES of
CHESTERFIELD MEWS COMMUNITY ASSOCIATION

Regular Meeting of the Board of Directors

October 23, 2019

The Virginian, 9229 Arlington Blvd., Fairfax, Virginia

Board Members in Attendance:

Margaret Kerr-McKown
Emilie Brundage
Lexi Chaung

Helen Fortner
Matthew Pepper

Board Members Absent: Siavash Ansari, Marcie Foster, Zhao Yan, Dilma Zurita

Others Present: Glen Broussard (current resident, non-board member).

Call to Order: The monthly meeting of the Chesterfield Mews Community Association Board of Directors was called to order at 7:48 p.m. Lexi Chaung recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

Open Forum: Glen Broussard would like to remove dead twigs between Lower Eakin Park and Lower Colchester Brook and plant a mature tree at his expense in the common area there.

Approval of Minutes: A motion to approve the Minutes of the 24 July 2019 Board meeting was tabled until the next meeting.

Treasurer's Report: Helen Fortner reported that this financial statement report is based on 8/31/19 financial statements prepared by SCS and amounts projected primarily contractual obligations.

1) Paving Project – Update:

- a) *Cement work:* Curbs and sidewalk cement work to be done was confirmed with Dominion Paving & J2. Work started today on Readsborough Court and costs are in line with original proposals. Some additional costs are anticipated as some curbs are expected to exceed the standard 14" curb height in selected spots to help control drainage and eliminate standing puddles.
- b) *Milling/Paving:* Reserve funds are not only for the paving project - there are many other items on the list of "down the road" maintenance included in reserve funds. It would be prudent to defer "large expenditures" until total paving project is completed and available funding for other items could be accurately determined. Hopefully milling and paving costs will be within budget. However, costs could increase if problems are identified as milling occurs.

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- 2) *Insurance Policies:* Recommend SCS be requested to obtain competitive bids as suggested in Steve's e-mail of August 16th and also for the Workmen's Compensate policy renewal sent Sept 18th. Per Steve, bids are still pending.
- 3) *SCS contract:* Current contract ends 12/31/19. It has entered into a second year. Contract signed was for 1 year, with two annual extension unless either party notified the other 90 days before end of each contract year. Second year costs will be subject to Cost of Living adjustment plus an additional 2%.
- 4) *2nd Half billing:* 2nd half dues bills were mailed on Friday, October 11th. About \$25,000 has been remitted through yesterday.
- 5) *Reimbursement Requests:* Please approve following requests for reimbursement:

a) Marcie Foster - copy costs totaling

10/5/19	Paving Project	\$62.87
10/15/19	Newsletter	344.29
10/16/19	2 nd Paving Document	<u>228.31</u>
Total		\$635.47

b) Helen Fortner – 1st Class Postage, 2nd half bills
131 Invoices mailed – 60 @ \$.50 + 70 @ \$.55 \$69.05

Committee and Work Area Reports:

Communications: Information regarding paving and Fall newsletter have been printed and distributed.

Architectural: Emilie Brundage informed the Board that a request for solar panel installation had been received. Board members agreed that a fixture that does not visually detract from the community will be evaluated to provide examples of other associations, research solutions adopted by other associations, and identify potential panel styles could be approved. The Board asked for more information.

Grounds and Landscaping: The Board evaluated proposals from Bartlett, BladeRunners, and Greentree to remove several dead trees around the Community. A motion was made and seconded to accept BladeRunners proposal, up to the amount of \$9,000, to remove the dead trees contingent upon the paving project being completed within expected budget. The motion passed unanimously.

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New Business:

- Emilie Brundage made a motion to authorize Glenn Broussard to remove dead sticks around the Community as requested during Open Forum. Matt Pepper seconded the motion and the motion passed unanimously.
- Emilie Brundage made a motion to authorize Glenn Broussard to plant a mature tree at his expense in the common area behind his home between Lower Eakin Park and Lower Colchester Brook as requested during Open Forum. Matt Pepper seconded the motion and the motion passed unanimously.

Next Meeting: The next board meeting is scheduled for 27 November 2019 at 7:30 p.m. at The Virginian, located at 9229 Arlington Blvd., Fairfax, Virginia

ADJOURNMENT: There being no further business to come before the meeting, upon motion duly made and unanimously carried the meeting was adjourned at 9:31 p.m.

Alexis Chaung

Approved