

MINUTES of  
**CHESTERFIELD MEWS COMMUNITY ASSOCIATION**

Regular Meeting of the Board of Directors

June 24, 2020

Teleconference

**Board Members in Attendance/Called in:**

Dilma Zurita

Helen Fortner

Emilie Brundage

Marcie Foster

**Board Members Absent:** Siavash Ansari

**Others Present:** Homeowners: Mary L. McGarvey, Rosina Schacknies, Arash Zar, and Pilar Rubio; 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 7:04 p.m. Helen Fortner presided and Dilma Zurita recorded the minutes. A quorum of directors being present, the meeting proceeded with business.

**Approval of Minutes:** A motion to approve the April 27, 2020 Special Board Meeting Minutes was made, seconded and carried unanimously. A motion to approve the April 22, 2020 Regular Board Meeting was made, seconded and carried unanimously. The May 27 Regular Board Meeting Minutes will be approved at the next meeting.

**Open Forum:**

- 1) Mary McGarvey informed that flooding behind 3184 Readsborough court has been evaluated by a technician. She looks forward to receiving the assessment report and recommendations to fix the flooding issues.

**President's Report:** No president.

**Treasurer's Report:** Helen Fortner reported:

1. *Adjustments:* A couple of adjustment reclassifying expenses are pending but should not impact total expenses.
2. *Tax Returns 5/1/2019 - 4/30/2020:* Adjustments for actual 2019 tax returns (year 5/1/19-4/30/20) to be prepared by the audit company will change results somewhat.
3. *Dues:* There are ten households pending payments for first half 2020-2021 equaling \$6,500

## **Board of Directors Meeting Minutes**

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### **Committee Reports:**

**Communications:** Marcie Foster communicated that she does not have a report. She is aware that some forms need to be uploaded to the website but did not have time to upload due to the pandemic impact in time availability. However, she sent more than 65 invitations to CMAC homeowners to join the Next-Door community.

**Architectural:** Emilie reported that architectural inspections will take place on July 6, 2020. The community manager confirmed that architectural violations sent in 2019 were corrected as requested.

**Grounds Maintenance:** Pilar followed up on the recommendations the committee emailed to the board and looks forward to getting board approval for the items listed in the recommendation. She will email the board again with a prioritization of items. A motion was made for Pilar to be the POC with Blade Runners without budget authority. Dilma seconded. A vote took place. 3 voted YES and 1 abstained.

### **Old Business:**

- 1) *Community Manager Update:* Steve Shaw reported on the paving issues status. He spoke with a structural engineer who believed that the issue might not be as complicated as initially thought. They can't determine if it is an actual sinkhole. It was determined that probably a significant amount of water from the area caused ground soil to wash away and created the current situation. It could not have occurred as a result of the paving project because the heavy equipment would have fallen to the ground. The structural engineer recommended cutting down that section of the asphalt, filling the hole with dirt and repaving. He suggested getting proposals from Brian Stuart from Dominion Paving, a second proposal from a second paving company, and a 3rd paving company to give an opinion. The community manager believes that the association is looking at about \$5,000 cost for repairs. Brian Stuart from Dominion Paving also looked at the pavement dent at the intersection of Readsborough & Guysborough, and determined that it was caused by heavy machinery and it doesn't represent a significant problem.
- 2) *Flooding Issues:* Steve scheduled a contractor to assess flooding issues behind 3142 Readsborough and other areas. He will share the report with the board as soon as he receives it.

### **New Business:**

- 1) Multiple homeowners emailed the Contact Us form reporting damage to their property caused by outgrown community trees and requesting the Board to get community trees trimmed. Landscaper Blade Runners can provide tree trimming at an additional cost to current contracts.

**Next Meeting:** The next board meeting is scheduled for 22 July 2020 at 7:00 p.m. via teleconference

**Board of Directors Meeting Minutes**

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ADJOURNMENT: There being no further business to come before the meeting, upon motion duly made and unanimously carried the meeting was adjourned at 9:50 p.m.

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Dilma Zurita

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Approved