

Minutes of Chesterfield Mews Community Association

2020 Annual Meeting

December 2, 2020

The 2020 Annual Meeting of the Chesterfield Mews Community Association (CMCA) was held on December 2, 2020 via GoToMeeting Teleconference (due to COVID-19 restrictions). SCS Property Management opened the meeting at 7:00 p.m. Board members attending were Helen Fortner, Dilma Zurita, Emilie Brundage, Pilar Rubio, Marary McGarvey and Rosina Schacknies. Board Members Absent were Siavash Ansari, Arash Zarmehr, and Farah Farhmand. Gay Bridges and Steve Shaw represented Select Community Services.

Twenty-one owners were virtually present via proxy or online, thus ensuring that quorum was attained. Proof of 30-day notice for this meeting was presented by SCS.

Point of Order

Bill Saint made a motion to postpone elections, and Helen Fortner seconded. After a discussion of the pros and cons, a vote was taken with 11 votes in favor of continuing and 4 votes to postpone, and the meeting continued.

Election of Officers

Three candidates for three board positions were offered: Dave Sobel, Ping Shu, and Mary McGarvey. Prior to the meeting, each had submitted their candidacies to SCS for Mary, Pilar and Farah's positions on the Board.

Election Results: 21 votes for Dave Sobel, 19 for Ping Shu, and 15 for Mary McGarvey, and all three were installed to the Board.

Lacking a President, Dave Sobel assumed moderation duties as newly installed Board Member.

Minutes of the 2019 Meeting: A motion from the floor to approve the minutes was made by Helen Fortner, seconded by Bill Saint, and carried.

Reports of the Board

Treasurer's Report: Helen Fortner presented the Treasurer's report, and addressed the budget before any approval of the treasurer's report was taken. She discussed the budget, but not all attendees had a visual of the numbers she were explaining. She discussed prioritization of projects prior to spending decisions being made this current year - unlike prior years. . She also

noted that the Paving project was completed this past year at less cost than anticipated as asphalt prices were less than projected.

The board report was moved to approve by Patrick, seconded by Emilie, and carried.

President's Report: There was no President's Report due to absence of a president.

Architectural Control Report: SCS reported that letters of violation were sent. Associa architectural inspector noted 114 violations and 49 letters were sent out. Rosina asked what time frame was provided, and Emilie answered that the letter states 30 days to take action or respond. Steve Shaw reported that all cited issues from letters have been responded to but not all were solved. Steve will provide a specific update by the end of next week. The report was then motioned to be approved by Chris Bobbitt, and seconded by Scott Loube, and the motion carried.

Grounds Working Group: In response to homeowners' requests, the Grounds Working Group (GWG) developed a prioritization of projects and tasks to be performed ranging from immediate to routine. The first of these projects (bucket 1) was the most urgent. It included taking down five dangerous trees, cutting dangerous limbs, and grinding tree stumps at a cost of \$5,000. The next set of tasks (bucket 2) is based solely on homeowners' requests for overdue tree maintenance and soil erosion. No action has been taken on these priorities. John Whitlock asked whether the Grounds Master Plan was that still in effect, which had been adopted previously based on prioritization of projects? Bill Saint agreed that it does not seem to be used. John Whitlock states that there appear to be ad hoc decisions being made. was that the board is responding to homeowner requests – in a reactive way – rather than the proactive intent of the Grounds Master Plan. Correction: A RFP for bucket two was sent out and 4 proposals received; and was not resolved prior to Annual Meeting.

A question was asked if the Grounds Master Plan in the budget? Treasurer reported that money is a line item, but the money may be spent on grounds project outside the Master Plan. This document is on our website. Steve Shaw stated that the Grounds Master Plan needs to be updated & reviewed annually to be useful. Dave Sobel summarized that this plan must be updated, reviewed, action items should come out of that. Helen moved to approve the report, Chris Bobbitt seconded, and the motion carried.

Social Committee: No committee in place at this time, particularly with COVID-19 restrictions.

Unfinished business: None to report

Open Forum

- Scott & Baysi Loube expressed concerns over maintenance of tennis court & tot lot.

- Response: They are in the reverse study agenda to be reviewed & get bids on. Lock & key are currently in care of one resident. Need to decide if we want to continue this practice/situation.
- Chris Bobbitt asked to request board members to sign ethics policy & conflict of interest documents. Bill Saint says this document was drafted before but not approved by the board. Bill will send document to Dave Sobel, who indicated it would be reviewed and discussed by the new Board.
- Chris Bobbitt volunteered to be an advisor to the Grounds Committee
- Lyle Minter offered that according to state law if a HOA committee or working group has board members on committee, those committees must have their meetings open to the entire community. These meetings must be announced in advance. Dave Sobel mentioned that he has been working on building a better communication framework to provide notifications.
- Stephanie Pellack – asked where the \$10K expenditure is going. Steve Shaw is consulting with the County as is Solar Landscaping, the vendor to whom the contract has been awarded. Initial inspections have been done on an erosion project, but nothing has been done. The GWG is overseeing project development and execution.
- Becky Stewart – Have had \$10K in damage to their cars from falling limbs.. She is hoping to help with efficiency of getting action quicker on projects – particularly grounds projects.
- Helen Fortner asked about the welcome committee, and asked if it could be revived with some volunteer minded homeowners. Dave Sobel answered this would be reviewed when COVID restrictions were eased.
- Ted Yang asked about homeowner expenses with courtyards, and discussion over plats and ownership was offered as insight.
- Dave Sobel offered that the 12/23 Board of Directors meeting would be moved to 12/16 to accommodate the upcoming holidays and allow for sooner action on pending items.

Nominating Committee

A nominating committee of Lyle Minter, Becky Stewart and Emilie Brundage was established for the next annual meeting.

Adjournment

At the conclusion of the homeowners' forum, the meeting was adjourned at 9:06 p.m.