

CHESTERFIELD MEWS COMMUNITY ASSOCIATION
Regular Meeting of the Board of Directors
October 28, 2020 - Via Teleconference

Board Members Attending/Called-In

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| Ansari, Siavash (President) | Rubio, Pilar |
| Brundage, Emilie | Schacknies, Rosina |
| Fortner, Helen (Treas) | Zarmehe, Arash (Vice-Pres) |
| McGarvey, Mary | Zurita, Dilma |

Board Members Absent:

Farhmsand, Farah (Sia arrived about 7:15 PM)

Others Present: (Call-in)

Steve Shaw, Portfolio Manager SCS,
Glenn Broussard (3189 Eakin Park), Margaret Kerr-McKown (3145 Guysborough), Dave Sobel (3171 Colchester Brook)
Chris Bobbitt (3131 Eakin Park), Bill Saint (3187 Colchester Brook)

Call to Order:

The monthly meeting of the Chesterfield Mews Community Association Board of Directors was called to order at 7:04 PM. A quorum of directors being present, the meeting proceeded with business. As Secretary had resigned and no one else volunteered, Helen Fortner took notes.

Approval of Minutes:

A motion to amend minutes of September 23, 2008 to include first & last name and address of homeowner's attending meeting and approve minutes so amended was made, seconded and passed unanimously.

Open Forum:

Margaret Kerr-McKown expressed concern about an orange fungus branch on large tree along Guysborough that needs trimming before branches fall on children playing in that area. Dave Sobel indicated he is interested in becoming involved in Board activities again and had submitted an application to SCS. Chris Bobbitt noted that due to space limitations he was looking at planting only one tree behind his residence.

Officer's Reports/Business:

President's Report

(1) **Annual Meeting** - Sia Ansari noted that with assistance from SCS, a virtual annual meeting would be arranged for December 2 and Notice of Meeting, ballots, proxy forms, candidate statements and approved 2020-2021 budgets mailed to home owners in next week or so to provide required 15 Days notice to homeowners prior to meeting date as required by Asociación governing documents. Three applications for Board positions have been received and others could be included in mailing if received quickly.

Question was raised of how nominations from floor could be handled - president indicated floor nominations could not be handled at a virtual meeting.

(2) **Eakin Park paving repair** - Only 2 bids have been submitted to repair hole in paving adjacent to mailbox on lower Eakin Park - \$5,300.00 by Dominion Paving & Sealing and \$4,985.35 through Associa onCall in partnership with Brothers Paving. Both bids are subject to material price changes and actual quantities required at time work is performed. Helen Fortner moved that as work should be completed before winter and Dominion Paving had done the paving last November and thus was familiar with area, Dominion Paving proposal be accepted. Motion was seconded and passed unanimously.

Vice-President's Report - Arash Zarmehe reported he had taken over management of the community web site and that all materials submitted to him have been posted. Most of the "Contact Us" messages received concern grounds issues.

Treasurer's Report - Helen Fortner stated that audit of 2019-20 financials was in process and no major problems are anticipated. 2nd half bills for year 2020-21 had been mailed and are payable by November 30, 2020. Only one homeowner has not made a payment on first half bills and has been contacted by letter by SCS. (An addition attempt will be made in next month). Although Board had approved late fees or interest would be applied to payments this year, it dues are not paid in full by April 30, 2021 late fees and interest could be assessed. Payments will be monitored and determination made later if a notice to that effect should be publicized. Helen requested reimbursement she be reimbursed for first class postage in amount \$71.50 for 130 bills mailed and so moved. Motion was seconded and passed unanimously.

Procedures to be followed for payment requests - requests must be in writing with receipts attached, payment approval by board and signed by President of Association prior to submitting to SCS for payment. All officer and committee reports and motions are to be submitted in writing to facilitate total understanding and accurate minutes.

Secretary's Report - Dilma Zurita (former secretary) reported all approved Board meeting minutes were forwarded to web site manager to post and draft minutes of September 23, 2020 Board meeting were sent to Board members for review.

Architectural Committee - Emilie Brundage reported 49 letters had been mailed to home owners citing violations of architectural regulations violations. At suggestion of Steve Shaw to schedule 2021 annual inspection, Emilie requested SCS's Jennifer Brown again be assigned to conduct the inspection and co-ordinate available dates in early Spring directly with Emilie. She announced that Glenn Broussard of 3189 Eakin Park Court had volunteered to serve on the Architectural Committee and moved Board so approve. Motion was approved unanimously.

Grounds Committee - Pilar Busio reported that she met Blade Runner's new manager for Chesterfield Mews and they walked the grounds noting issues/concerns. Blade Runners volunteered to update tree inventory, numbers, status, and condition, prioritize condition and propose solutions that reflect those priorities. She announced limiting trees and other

plantings on common ground. Objections were raised that such a directive was not necessarily appropriate for all areas and requests should be individually considered.

Phin Shu of 3133 Readsborough volunteered to serve on Grounds Committee and Board so approved.

Mary McGarvey brought up the erosion project behind lower Readsborough she submitted to Board through the CMCA website "Contact Us" document along with her summary/analysis of proposals. Mary moved that proposal from Solar Landscaping ar Tree Service for \$10,000.00 be accepted. Motion was seconded. Helen Fortner moved to table motion so project could be fully discussed and alternative solutions such as underground drainage could be considered. Motion was not seconded, thus failed. Motion to accept the \$10,000 proposal from Solar Landscaping was passed with 7 Yeas, 1 No (Helen).

Next Meeting

The next board meeting is scheduled for Wednesday, November 18, 2020 at 7:00 PM via teleconference.

Adjournment:

Motion was made to adjour and passed unanimously. Meeting adjourned at 9:08 PM.'

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