



MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

MECA Annual Homeowner Meeting Minutes

Wednesday, June 18, 2014

The MECA Annual Homeowner meeting was called to order at 7:31 p.m., at Fox Mill Elementary School, 2601 Viking Drive, Herndon, Virginia 20171. The Board members in attendance were: Jim Zavrel, Adam Shubert, Paul Osborn, Dennis Fisher, Delores Plum, and Mike Cutler.

1. Call to Order (7:31 pm)

- a. The meeting was called to order by President Jim Zavrel at 7:31 p.m.
- b. Opening Comments by Jim Zavrel
 - i. Attendance is a mix of longtime residents as well as new residents
 - ii. The Board is composed of all volunteers, thereby contributing to lower annual dues
 - iii. Introduction of current Board members
 1. President: Jim Zavrel
 2. Vice President: Adam Shubert
 3. Treasurer: Paul Osborn
 4. Secretary: Michael Cutler
 5. Board Member: Delores Plum
 6. ACC Chair: Dennis Fisher
 7. Playground/Common Ground Coordinator: Jason Lynch
 8. Newsletter Coordinator: Jen Wagner
 9. Neighborhood Watch Coordinator: Rick Foelsch
 10. Invited, but unable to attend due to scheduling conflicts: Delegate Tom Rust
 - a. A meeting with Rust is to be scheduled later in the year as a community meeting at a time and place to be determined

2. Treasurer's Report : MECA Treasurer Paul Osborn (7:36 pm)

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|---|----------|----------|
| a. Balance on hand | | \$88,000 |
| i. Checking Balance | \$70,000 | |
| ii. CD Balance | \$18,000 | |
| b. Expenses | | \$31,000 |
| i. Common Ground Mowing | \$12,000 | |
| ii. Common Ground Maintenance | \$ 3,500 | |
| iii. Swing set (allocated, but not spent) | \$ 2,500 | |
| iv. Administrative Expenses | \$11,000 | |
| a. Income | | \$39,000 |
| i. Dues | \$38,000 | |
| ii. Transfer Fees | \$ 1,000 | |
| b. Reserve Fund of about \$57,000 | | |
| i. Allocated for infrastructure repairs (i.e. tennis court) | | |
| 1. True condition and cost to be determined by engineering study as part of the reserve study | | |
| c. Five homeowners are delinquent in dues payments | | |

- d. Questions
 - i. Concern regarding cost of the Chesapeake Bay runoff projects
 - 1. That cost will be borne by the County of Fairfax
 - ii. Comments on Reserve Study by Jim Zavrel
 - 1. Purpose is to review cash flow
 - 2. Testing of infrastructure
 - a. Determine useful remaining life
 - b. Cost to repair/replace
 - 3. Tennis court repair is largest expense in the near future
 - 4. Reserve study to be completed by end of summer
 - 5. No dues increase deemed necessary this past year, however, a 10% increase is authorized by the By-Laws without membership approval
 - iii. Bike path maintenance
 - 1. The bike path transiting MECA is now County owned and maintained
 - 2. This section of the countywide bike path system is designated as “minor”
- 3. Neighborhood Watch: Rick Foelsch (7:45 pm)
 - a. Block Captains are needed in certain areas of the neighborhood
 - i. Contact Rick at 703-787-0645
 - b. Explanation of Block Captain duties
 - c. National Night Out
 - i. Scheduled for the first Tuesday in August
 - 1. August 5, 2014
 - 2. Scheduled police activity from about 8-8:30 pm in the community
 - d. Recognition of Patti Mietla for her service as Block Captain of Monterey Estates Drive
 - 4. Playground and Common Ground Report: Jason Lynch (7:50 pm)
 - a. Basic maintenance of common ground and pipeline areas
 - b. Water erosion issues in the New Austin common ground
 - c. Erosion in the playground area
 - i. Mulch beds flooding probably due to drain being plugged with debris
 - d. Area between tennis court and housing to west experiencing drainage issues
 - e. Mulch rejuvenation in the playground area
 - f. Fence around tennis court
 - i. Well past its useful life
 - g. Basketball Court
 - i. Minor repairs needed
 - ii. Edge dressing maintenance
 - h. Lyme Bay common area
 - i. Tree work is needed in this area
 - i. Questions
 - i. County drainage pond progress
 - 1. Jim Zavrel-no activity
 - 2. Adam Shubert-The area closest to West Ox Road to be addressed first
 - 3. Jim Zavrel-this is a long term project
 - 4. Jason Lynch-activity is based on multiple approvals
 - 5. Jim Zavrel-more information is available on the Fairfax County Water Management Website
 - ii. Shade for the playground area
 - 1. Not in the plans at this time, however, some type of commercial umbrella may be appropriate for the area

- j. Tree Work on New Aspen and Lyme Bay-comments by Jim Zavrel
 - i. Still dealing with durecheo storm damage from 2012
 - ii. MECA commissioned a survey to determine boundaries and tree ownership
 - 1. Byproduct of survey uncovered encroachment of fences on common ground in the Monterey Estates Drive and New Aspen Court common areas
 - 2. Possible corrective actions
 - a. Awaiting opinion from MECA lawyer
 - i. Correction upon replacement
 - ii. Prevention of sale until corrected
 - b. Question regarding position of survey stakes
 - i. Stakes are still in place in some cases
 - ii. Iron pipes should be able to be located
5. Condition of Streets: Jim Zavrel (8:09 pm)
 - a. Rose MacIntyre has been the point of contact for this effort
 - i. Meeting was held with Delegate Tom Rust and Representatives from VDOT
 - 1. Concerns
 - a. Sand in street from winter snow and ice storms
 - b. Condition of streets that are 33 years old
 - 2. Rust and VDOT expressed concern and sympathy
 - a. Road conditions as of 2009(Condition Index 1-100)
 - i. Monterey Estates Drive 86/100
 - ii. New Austin 23/100
 - iii. New Concorde 37/100
 - iv. Lyme Bay 15/100
 - 3. Allocated funds were used for snow removal
 - 4. Recent boring samples indicate that the roadbeds in MECA are in worse condition than previously thought, thereby needing major roadbed renovation at increased expense
 - ii. Suggested actions
 - 1. Email VDOT Representatives
 - 2. Email Delegate Rust (Chair of Transportation Committee)
 - 3. Email Janet Howell
6. Future Distribution of “*Monterey Madness*” newsletter: Jim Zavrel (8:19 pm)
 - a. Proposal to eliminate the costs of mailing the newsletter and instead use electronic distribution(email/website)
 - i. Currently 4 issues per year are mailed at a cost of \$200 per mailing
 - ii. Postal costs are continuing to rise
 - b. Discussion
 - i. Use of Middle/High School students for distribution
 - 1. Used in past, however, actual delivery was sporadic (newsletters found in trash on several occasions without actual delivery)
 - ii. Option to “Opt out” of paper delivery
 - c. No change at this time, however, email Jim Zavrel regarding any comments about the newsletter distribution
7. Proposed Amendment to By-Laws- Jim Zavrel (8:25)
 - a. An amendment to the MECA HOA By-Laws has been presented to specify that the proxy vote must be submitted by a homeowner of record in good standing in order to be considered valid for the purposes of being tabulated in the election

- b. This matter must be approved by 75% of the members attending the Annual Meeting
- c. Discussion
 - i. Is a Quorum present?
 - 1. Yes
 - ii. Definition of “Member in Good Standing”
 - 1. Dues are current with no outstanding violations
 - iii. Why not allow renters to vote?
 - 1. Renters or other residents may not have the same interests as the homeowner of record
 - 2. Current wording could potentially allow for anyone to vote the proxy of an owner
 - iv. What brought this action?
 - 1. An actual incident was brought to the attention of the MECA Board for consideration
 - v. Adam Shubert
 - 1. The proposed amendment closely follows the suggested wording for Fairfax County documentation
- d. Discussion closed at 8:34 pm

8. Election and Voting for new MECA Board Members (8:35 pm)

- a. Three vacancies on the MECA Board
 - i. Adam Shubert-End of Term
 - ii. Michael Cutler-End of Term
 - iii. 1 unfilled seat
- b. Nominees
 - i. Jonathan Grinnon
 - ii. Paul Shlesinger
- c. Explanation of Board Member Duties by President Jim Zavrel
- d. Collection of Ballots for BOD members and Proposed Amendment

9. Open Forum Community Discussion/Suggestions (8:42 pm)

- a. Possibility of Red Cross Blood Drive information in the newsletter
 - i. Seems to be an acceptable forum for this type of information

10. The Annual Meeting of the Monterey Estates Homeowners Association was adjourned at 8:44 pm

Submitted by:

Michael J Cutler, Recording Secretary