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MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

MECA Annual Homeowners Meeting Minutes Monday, June 4, 2012

The MECA Annual Homeowners meeting was called to order at 7:30 p.m., at the Fox Mill Elementary School, 2601 Viking Drive, Herndon, Virginia, 20171. The Board members in attendance were: Anne Himes, Jason Lynch, Michael Cutler, Dennis Fisher, Paul Osborn, Bob Powell, Craig Reichow, and Adam Shubert.

The homeowners of the community present are listed on Attachment 1.

1. Meeting Call-to-Order (President Anne Himes)

- Sufficient homeowners and proxies are present to form a quorum (24). The bylaws state that there is to be one vote permitted per Lot, and that the homeowner must be in good standing, i.e. current in dues payments.

2. Opening Comments (President Anne Himes)

- Welcoming remarks
 - Refreshments available for attendees
 - Speaker sign in sheets for anyone wanting to be added to the agenda
 - The meeting be adjourned no later than 9:00 pm
 - The meeting is a business meeting of the Association, therefore no grievances will be entertained
 - Board member elections will be conducted
- Introduction of Board Members
- Introduction of Homeowners
- Address to Homeowners
 - See Attachment 2

3. Playground/Common Area Report (Vice President Jason Lynch)

- Plat map of community displayed for clarity
- Playground enhancements
 - Mulch to be added to area
 - Wheelchair access to be implemented
- Pipeline easement
- New Austin Court Common Area
 - Fairfax County is planning to change the character of this basin area in the long range plan
- Lyme Bay Common Area
 - Poison ivy abatement continues
- Accomplishments
 - Overgrowth of poison ivy in all areas is greatly reduced
 - Dead elm trees in the playground area have been removed
 - New Austin Common Area

1. Regrading
2. Tree removal
- Three lights have been installed in the park/playground area
 1. Path to tennis court area now lit
 2. Question by C Cutler
 - a. Are young people congregating in the playground area?
 3. Answer by Anne Himes
 - a. According to reports, there is less activity now, but may increase once school is out and weather is warmer
- Basketball Court
 - Resurfacing of the basketball court is scheduled for June/July with the procedure taking from 1-2 weeks
 - This contract was awarded to Bishop Tennis of Sterling
 1. A+ rating with Better Business Bureau
 2. Good references and recommendations
 3. Procedure involves surface preparation, adding a reinforcement mat overlay and the surface sealing and top coat
 - Question from C. Reichow regarding the life expectancy
 1. Reply by Jason
 - a. 10 years on an asphalt surface
 - b. We are looking at up to 30 years with the current improvement
 - c. Increased life expectancy dependent upon periodic resurfacing at 5-8 year intervals at a cost of about \$4500 per application
- Playground
 - Mulching 80 cubic yards to be delivered and spread
 - Resculpting area for better access
 - Painting of equipment
 - Planting of shade trees
 - Swing set
 1. Current equipment is approaching end of useful life
 2. Looking at replacing current unit with one that has capacity of 3-4 swings
 3. Cost is about \$3500
 4. Also looking to move swings to different area of the playground
 5. Question from A. Schubert regarding “new tech” vs. chain hangers
 - a. Reply by Jason
 - i. Will be chain, but modern chain does not have the problems associated with the old style chains
 6. Anne Himes suggested that the baby swings be of the bucket seat style
 7. Question from Mike Hadjimichael regarding benefit of doing all the work all at once
 - a. Jason Lynch: None because the work would be done by different contractors.
 - b. Prefer to mulch now versus October when the schedule of volunteers becomes scarce.
 - Tennis Court
 1. The surface has been repaired temporarily, the cracks mitigated, but the whole surface is breaking down
 2. This failure of the surface will lead to a complete replacement of the tennis court surface
 3. Looking at a fence replacement at the same time as numerous repairs to the fence have taken their toll

4. Volunteers for the Tennis Court Committee are sought
 - a. Someone with a background in structural or civil engineering as a consultant to help sort eliminate some of confusion in evaluating the options available.
5. We are looking to extend the life of the tennis court by 10-20 years.
 - Floor open to questions
 1. Judy Kordella
 - a. Question regarding grass cutting of the pipeline easement
 - b. Question regarding encroachment of trees on the pipeline easement
 - i. Jason Lynch response
 1. Will investigate
 - ii. John Madden(grass cutting contractor) response
 1. Pipeline company maintaining the easement area
 - iii. Craig Reichow response
 1. There are two companies involved: Colonial Pipeline and Columbia Gas Transmission
 - iv. John Madden
 1. Nature does not discriminate as to easement ownership
 - c. Jason Lynch
 - i. Expounded upon the pipeline anode bed installation
 - ii. Requests e mails to Jason Lynch regarding suggestions on such
- Anne Himes took the opportunity to thank Jason Lynch for his hard work and dedication heading up the playground and common area maintenance tasks.
 1. A round of applause followed

4. Treasurer's Report (Treasurer Paul Osborn)

- Balance of approximately \$49,000 in the business checking account
- Balance of approximately \$18,000 in a certificate of deposit
- Income
 - Dues
 - a. 230 homes in the community
 - b. 221 owners have paid
 - c. 3 owners have excuses
 - d. 6 owners are delinquent
 - e. Operating funds
 - f. Dues collections(\$34,000-\$36,000)
 - g. Homeowner packets contribute negligible amount
- Expenses
 - Common Ground maintenance
 1. \$17,000
 - Grading of New Austin common area
 1. \$4,400
 - Audit
 1. \$2,400
 - Insurance
 1. \$2,200
- Reserves for future projects
 - Basketball Court resurfacing (2012)
 1. \$16,000
 - Picnic Pavilion (2014)
 1. \$29,000

- Tennis Court replacement(2018)
 1. \$75,000
- Dues cover expenses, capital improvements, and operational reserves(as required by state law)
- Adam Shubert- Question regarding comparison of our Homeowner dues as compared to nearby communities
 - Anne Himes
 1. Franklin Farm dues are \$179/ quarter, including trash pickup, but no pool
 2. Monroe Manor dues are \$1200 / year with trash pickup, a tot lot, but no pool, with trash service voluntary
 - Adam Shubert –commented that in his previous community, the dues were \$80/ month, therefore \$155/ year seems reasonable
 - Jim Zavrel- A community in Ashburn has a professional management company, with the dues being \$180 / month, and comments that the service is poor
 - Anne Himes
 1. Has researched professional management companies
 2. An active board is necessary to manage the management company
 - Bob Powell-Questions the benefits of a professional management company
- Anne Himes
 - Directs meeting to focus on the business at hand(Treasurer’s report)
 - Accolades to Paul Osborn for his diligence as Treasurer\

5. Community Events and Volunteers (Anne Himes)

- Volunteers are needed for the following events
 - Spring Egg Hunt
 - Santa’s Visit
 - Sign Boards

6. MECA Future

- Community is aging
- Goal is to increase property values, maintain the beauty of our neighborhood
 - Long process to enforce compliance
- Introduce concept of professional management company
- Comments
 - Bob Powell
 1. Professional management company would lead to a loss of the “personal touch”
 2. Less leeway for violations
 - Glen Himes
 1. Less about violations and more to ease the workload on the board e.g. refinancing packages
 2. Could lead to a loss of our charter for dereliction of duty if we are not able to provide essential services in a timely manner
 3. MECA is changing in character
 - a. Less homeowners, more renters
 - b. Less time commitment from homeowners
 - Anne Himes
 1. Violations of acts of the board could lead to fines for default of performance
 2. Has researched professional management companies, most offer various levels of service
 3. Of the 9 companies contacted,4 have responded

- Amy Persil
 1. What are the levels of service
- Anne Himes
 1. Some companies offer a la carte options, some only offer full service
- Amy Persil
 1. Do they offer only homeowner packets?
- Anne Himes
 1. Some will
 2. Pro management companies have procedures in place
- Paul Osborn
 1. Management duties incur an intensive time commitment
- Adam Shubert
 1. The financial duties should be the first transferred
- Anne Himes
 1. Explains the reasons why financial duties are the first line of business to be overtaken
- Chris Cutler
 1. Brings up the issue of cost benefit of consolidation
- Anne Himes
 1. Pro management company would have the homeowner list for dues collection, newsletter distribution and similar issues
- Adam Shubert
 1. Raises issue of offset of costs i.e. does the pro management company perform duties that we already pay to have done?
- Chris Cutler
 1. A need to verify the above mentioned points
- Adam Shubert
 1. Offers an example that if the PMC cost were to be \$12K, it may only be a net increase of \$9K by eliminating some separately contracted duties
- Anne Himes
 1. PMC does the research work for contractors, and if needed, can supply onsite, daytime oversight, for a fee
- Bob Powell
 1. If there were no cost, what would be the real benefit of a PMC?
- Cathy Downs
 1. States that the MECA Board must keep on top of the PMC to insure compliance
 2. Suggests that some communities have a “Buddy Plan” to help those less fortunate in the upkeep of their property
- John Madden
 1. Questions regarding the terms of the contract
- Anne Himes
 1. The contract is a year to year contract
 2. This allows the building of relationships with the contractors
- Chris Cutler
 1. Raises issue of trash service being included
- Anne Himes
 1. No trash service included, just the basic services to be provided by the PMC
- Patti Meitla
 1. How is the transition effected?

- Anne Himes
 1. A majority of 2/3 of the homeowners must vote to approve
 2. A door to door canvass for the approval
 3. Financial ramifications of engaging a PMC
 - a. Homeowner dues could double
- John Madden
 1. If MECA should default on the duties, would we be given a choice of PMSs?
- Anne Himes
 1. No
- Adam Shubert
 1. A call to advance the agenda
- Craig Reichow
 1. States that the community must step up to the challenge
- Anne Himes
 1. A call to progress the agenda
 2. A call for other issues
 - a. Rick Foelsch
 - i. Discusses recent criminal activity in the community
 - ii. Assures all that it was not associated with the yard sale that took place earlier in the day of the incidents
 - iii. Bradley Farm had a yard sale that same day with no incidents reported there
 - b. Glen Himes
 - i. Explains the method used to gain entry in to the homes
 - ii. Directs those interested to the MECA website (www.MECAHOA.org) for the YouTube link
 - c. Anne Himes
 - i. Explains that Monterey Estates has easy, multiple routes for exit
 - d. No other issues

7. Election of New Board Members (Anne Himes)

- End of term for the following
 - Anne Himes
 - Jason Lynch
 - Craig Reichow
- There are 9 positions authorized
- There are currently 3 positions vacant
- At the first board meeting, officers are selected
- This election is for filling the vacant seats on the Board
- Candidates
 - Delores Plum
 1. Long time homeowner
 - Jim Zavrel
 1. 1989-1991 President of MECA
- Question from the floor regarding adding members at any time during the year
- Adam Shubert
 - Bylaws state that Board members must be chosen at the Annual Meeting
- Results
 - Delores Plum
 - Jim Zavrel

8. Meeting Adjournment (Anne Himes) 9:00 pm

Respectfully submitted

20 June 2012

Michael J Cutler, Recording Secretary Pro Tem