



MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

MECA Board Meeting Minutes Wednesday, April 17, 2013

The monthly MECA Board meeting was called to order at 7:30 p.m., at the Reston Regional Library, 11925 Bowman Towne Drive, Reston, VA 20190. The Board members in attendance were: Adam Shubert, Dennis Fisher, Paul Osborn, Jennifer Wagner, Mike Cutler, Delores Plum, and Jim Zavrel.

1. The meeting was called to order by President Adam Shubert at 7:30 p.m.
2. The minutes of the February 20, 2013 MECA board meeting were reviewed, amended and approved.
3. Treasure's Report – Paul Osborn
 - a. 80% of neighborhood dues have been paid so far. A second notice was sent out on April 10th.
 - b. Ordinary expenses have been paid, along with the website renewal.
 - c. \$55.18 motion made to reimburse Paul Osborn for sending out the second dues notice. Motion was approved.
 - d. We can withhold the homeowners (sellers) disclosure packet if the homeowner has not paid their dues.
4. ACC – Dennis Fisher - No violations reported.
5. MECA Calendar
 - a. MECA May Board Meeting – May 15, 2013 Reston Library
 - b. MECA June Board Meeting – June 19, 2013 Reston Library
 - c. MECA Annual Meeting – June 4, 5, 11, or 12, 2013 Fox Mill Elementary School Cafeteria
6. Community Events
 - a. Easter Egg Hunt on Saturday March 23 was very successful.
 - b. MECA Spring Fling – Community Yard Sale and Clean-up on Saturday May 4. Dumpster location and donation site will be at the entrance to the playground from noon to 4 pm. Adam will make a flyer to mail to residents. Jennifer will buy new signs to put around the neighborhood.
7. Playground and Common Area Report - Surveyor will come on Sunday April 21st to survey Lyme Bay. A motion was made to pay the surveyor up to an additional \$500 to survey part of the common area that is in question near Monroe Manor. The motion was approved.
8. Newsletter update - The next newsletter will come out in June.
9. Complaint Process – We reviewed and amended a written complaint procedure and form. This complaint process is for homeowners to complain if MECA violates Virginia law. The procedure and form will be posted on our website. See attached. A motion was made to accept the amended procedure and form. The motion was approved.
10. New Austin Ct Storm Water Retention Area Retrofit – Fairfax County is planning to retrofit the retention area and construct a permanent access road into the area to provide maintenance. They would like to meet with residents surrounding the area to discuss their plans and options. The meeting will be held on May 7, 2013 at the retention area, weather permitting.

The meeting was adjourned at 8:58 p.m.

Submitted by:

Jennifer Wagner, Secretary

Complaint Procedure

Pursuant to Virginia Code 55-530E and Virginia Common Interest Community Board regulation 18VAC48-70-40, the Monterey Estates Community Association (MECA) is implementing a complaint procedure. Complaints are limited to those matters alleging a violation by MECA of a state law or regulation governing community associations. Complaints regarding decisions made by MECA based on its governing documents are not covered.

The first step is to fill out the form which can be found here (insert link). If you cannot download this form, please e-mail mecaboard@gmail.com or send a letter to MECA at P.O. Box 710162, Oak Hill, VA 20171 and one will be sent to you either by e-mail or regular mail as you request. Please follow the instructions on this form carefully, including citing the specific law(s) that are alleged to be violated and the specific rule that violates the law(s), and include your requested resolution. Your form must include your contact information. You are also encouraged to submit any supporting documents where applicable to support your allegation. Mail the completed form and any supporting document to the address above, or you may e-mail it as an attachment along with any supporting documents to mecaboard@gmail.com. MECA will acknowledge receipt of your form within seven (7) days of receipt via the method the complaint was received (i.e. e-mail or regular mail).

Per the Virginia law, MECA will act within a reasonable time frame to process this complaint. If additional material is required to process the complaint, MECA will notify the complainant within fifteen (15) days. The complainant should comply with this request within fifteen (15) days. If the complainant does not comply within thirty (30) days, the complaint will be considered as-is.

The MECA Board will consider the complaint at the next regularly scheduled meeting of the Board after the complaint has been received or, if additional material has been requested, the next regularly scheduled meeting after the materials have been received. If either scenario occurs fifteen (15) days or fewer before the next scheduled board meeting, action on the complaint will be deferred to the following scheduled meeting.

The complainant will receive notification of the meeting via their preferred communication medium, e-mail or regular mail.

At the meeting, the Board will make a final determination of the complaint. The decision will then be communicated to the complainant via their preferred communication medium. Please note that Board's decision is final and there is no appeal process to the Board.

The final decision of the board will be sent via registered or certified mail, return-receipt requested, to the complainant at the mailing address provided on the complaint form within seven (7) days of the meeting when the decision was made.

If, after the Board's consideration and review of the complaint, the Board issues a final decision adverse to the complaint, the complainant has the right to file a notice of final adverse decision with the Common Interest Community Board (CICB) in accordance with the regulations promulgated by the CICB. The notice shall be filed within 30 days of the date of the final adverse decision, shall be in writing on forms provided by the Office of the Common Interest Community Ombudsman (Ombudsman), shall include copies of any supporting documents, correspondence and other materials related to the decision, and shall be accompanied by a \$25 filing fee. The Ombudsman may be contacted at:

Office of the Common Interest Community Ombudsman
Department of Professional and Occupational Regulation
9960 Maryland Drive, Suite 400
Richmond, VA 23233
804/367-2941
CICOmbudsman@dpor.virginia.gov

MECA will maintain a record of the complaint for one year and will furnish all records and supporting documentation to the CICB upon request from the CICB.