



# MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

## MECA Board Meeting Minutes

Wednesday, December 18, 2013

The monthly MECA Board meeting was called to order at 7:35 p.m., at the Reston Regional Library, 11925 Bowman Towne Drive, Reston, VA 20190. The Board members in attendance were: Jim Zavrel, Adam Shubert, Paul Osborn, Dennis Fisher, Delores Plum, and Mike Cutler.

1. The meeting was called to order by President Jim Zavrel at 7:35 p.m.
2. The minutes of the November, 2013 MECA board meeting were reviewed. The minutes were approved as amended to correct a typographical error.

### 3. Treasurer's Report

#### a. Monthly Treasurers Report

i. September Lawn	\$981.00
ii. October Lawn	\$450.50
iii. Dominion Power-Electric	\$14.63
iv. Insurance Premium	\$2458.00
v. Audit for Year 2012	\$2425.00
vi. Returned Check charge	\$12.00

#### vii. Income

1. Transfer Fees	\$50.00
2. HOA Packets	\$100.00
3. Returned Check	\$100.00

- b. Status of lien on 2607 New Concorde Court
  - i. No response has been received from property owner
- c. Reserve Study
  - i. No progress reported
- d. The Certificate of Insurance has been updated

### 4. ACC – Dennis Fisher

- a. No issues to report
- b. Fall Inspection Checklist
  - i. To be implemented in the early part of 2014

### 5. Playground and Common Area

- a. Parcel H survey
  - i. New surveyor has been contacted for this activity
- b. Folding Signs
  - i. Additional items needed:
    1. 1 additional sign
    2. 1 additional set of letters

6. Community Activities
  - a. Santa's Visit
    - i. Held on Sunday, December 15, 2013 as the Rain Date (due to inclement weather on the 14<sup>th</sup>)
    - ii. Planning Guide attached separately
  - b. Holiday Decorating Contest
    - i. Daytime Category
    - ii. Nighttime Category
    - iii. Judging to be on Saturday, December 21, 2013
7. Newsletter
  - a. Fall Issue
    - i. Problems with the Click2Mail service
    - ii. Contemplating the elimination of the Hardcopy Printed issue
8. Old Business
  - a. None
9. New Business
  - i. Budget
    1. Landscape expenditures were less than projections due to ambitious pruning and culling of vegetation
    2. A call for input regarding future budget items
10. MECA Calendar
  - a. January 15, 2014
    - i. Monthly Board Meeting
11. Action Items
  - a. Santa's Visit Photos to Paul
  - b. Signage and letters
  - c. Holiday Decorating Contest
12. Adjournment
  - a. 8:21pm

Submitted by:  
Michael J Cutler, Recording Secretary