



MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

MECA Board Meeting Minutes Wednesday, December 17, 2014

The monthly MECA Board meeting was called to order at 7:32 p.m., at the Reston Regional Library, 11925 Bowman Towne Drive, Reston, VA 20190. The Board members in attendance were: Jim Zavrel, Dennis Fisher, Delores Plum, Paul Osborn, Jonathan Grinnon and Paul Shlesinger.

1. The meeting was called to order by President Jim Zavrel at 7:32 p.m.
2. The minutes of the November 19, 2014 MECA board meeting were reviewed and approved as amended.
3. Finances
 - a. Monthly Treasurers Report
All payments made except P.O. Box. P.O. Box has to be paid at USPS instead of online. Insurance was paid in full. Need to check in OPC lawn service contract is good through 2015.
 - b. Expiration of Certificate of Deposit (CD)
Closed and rolled over into newly opened savings account. Jonathan suggested keeping \$50,000 in savings to increase interest. The board approved the transfer. Jonathan will make changes and submit for January meeting.
 - c. Legal billing issues.
Jonathan questioned lawyer's office regarding two bills. The lawyer indicated one bill was to draft the letter and another bill to prepare the letter. It was again suggested we look into researching other law offices with experience in HOA law.
4. ACC – Dennis Fisher
 - a. Applications/Violations – Dennis will send letter to homeowner that replaced windows and still has the old windows stored on sight to remove the old windows.
5. Playground and Common Areas
 - a. Two calls have been placed to Bishop regarding the power washing of the basketball court. Follow-up will be made.
6. Community Activities
 - a. Holiday Decorating Contest – Nominations need to be made for 3 day time decorations and 3 night time decorations by Sunday, December 21.
 - b. Report of Caroling – Caroling was successful on Sunday, December 12 with approximately 20 people.
7. Communications
 - a. December newsletter – Letter for HOA fee payment needs to be sent out. Paul S suggested putting the opt-out of paper newsletter vs. email in the December newsletter.
8. Old Business

- a. Insurance Renewal – Insurance paid in full.
 - b. Insurance Certificate – Need to get copy.
9. New Business
- a. Review of Audit. Jonathan questioned whether an audit needs to be conducted for HOA. Jonathan will research and find out if MECA needs to continue audit services.
10. MECA Calendar
- a. January Board Meeting: Approve 2015 Annual Budget – January 21, 2015
 - b. February Board Meeting – February 18, 2015
11. Adjournment
- a. 8:56 pm

Submitted by: Delores Plum, Recording Secretary