



# MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

## MECA Board Meeting Minutes

Wednesday, February 19, 2014

The monthly MECA Board meeting was called to order at 7:36 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, Mike Cutler and Rich Alt (As a volunteer for the Community inspection project).

1. The meeting was called to order by President Jim Zavrel at 7:36 p.m.
2. The minutes of the January, 2014 MECA board meeting were approved as amended (clarification of the Decorating Contest winners).
3. Treasurer's Report
  - a. Monthly Treasurers Report
    - i. Dominion Power-Electric \$14.38
    - ii. Brush Hogging- January \$534.00
    - iii. Fall Newsletter Mailing \$228.25
    - iv. Air and Space Self Storage \$828.00
    - v. BL Survey \$150.00
  - b. Dues Progress
    - i. 68 (25%) of homeowners have paid to date
4. Special Discussion-Procedures for Community Checklist
  - a. This is to be the initial effort of a walk by inspection as a gentle reminder of the maintenance items that should be addressed in an effort to heighten the "curb appeal" of our community
  - b. The focus is on enforcing the existing covenants, as viewed from the street or avenue of public conveyance
  - c. Volunteers
    - i. Rich Alt
    - ii. Cathy Downs-not in attendance
  - d. Review of Map Assignments and the Checklist
    - i. Section Assignments(based on the Neighborhood Watch territories)
      1. Section 1- Jim Zavrel
      2. Section 2- Dennis Fisher
      3. Section 3- Adam Shubert
      4. Section 4- Cathy Downs
      5. Section 5- Paul Osborn
      6. Section 6- Delores Plum
      7. Section7- Rich Alt
      8. Section 8- Mike Cutler
    - ii. Checklist to be reproduced and distributed to the volunteers by Mike Cutler\
      1. See attachment for Checklist
    - iii. The Checklist is due by March 19, 2014 (March Board Meeting)
    - iv. Checklist to be completed for ALL properties

5. ACC – Dennis Fisher
  - a. No violations to report
  
6. Playground and Common Area
  - a. Common Area Inspection Results
    - i. See attachment with notes
  - b. Survey Results
    - i. Several issues regarding property owners encroaching on the Common Area in the New Austin Common Area
      1. Matter to be referred to Laurie Dolson for legal opinion
    - ii. A continuing effort to survey the community as the budget allows
  
7. Community Activities
  - a. Date for Spring Clean Up
    - i. May 3, 2014
  
8. Newsletter
  - a. Spring Issue
    - i. Scheduled for late March
  - b. Topics
    - i. Proposal to Discontinue delivery by postal service
      1. To be addressed by Jim
    - ii. Proposal to Amend By-Laws to limit proxy to homeowners
      1. To be addressed by Jim
    - iii. Recruitment of new board members
      1. To be addressed in the President's letter by Jim
    - iv. Spring Clean up Announcement
      1. To be addressed by Adam
    - v. Decorating Contest Winners
      1. To be addressed by Jim
  
9. Old Business
  - a. Status of Mancuso Complaint
    - i. Mancuso filed an adverse action complaint with the Community Association Board
    - ii. Ombudsman ruled that the allegation made in the complaint either unproven or not appropriate for the complaint procedure.
  - b. Snow Removal
    - i. Two residents Hendrickson and Mac Intyre expressed displeasure with the recent sanding and plowing of the community
      1. Too much sand, and snow piled in front of their mailboxes were the focus of their displeasure
        - a. It should be noted that:
          - i. The area in question is a cul de sac with very limited options for placement of plowed snow
          - ii. VDOT is responsible for the upkeep of the streets in the community and as such, each resident can pursue the matters with VDOT and not the MECA Board
  - c. Reserve Study
    - i. Awaiting report

10. New Business

a. MECA Directory

- i. A proposal has been made to A to Z Directories to publish a community directory
  1. MECA would supply the information to the company, which would then publish the directory at no charge for the community
  2. Revenue would be generated through the advertisements placed in the directory by local merchants and service providers
  3. Adam will follow up on this endeavor, especially in the area of residents wanting their information published

b. Snow Brigade

- i. A proposal for a legion of volunteers to help in the snow removal of those homes in which there is need for able bodied assistance
  1. An email distribution will be sent soliciting volunteers for this undertaking

11. MECA Calendar

a. March 19, 2014

- i. Monthly Board Meeting

12. Adjournment

- a. 8:57pm

Submitted by:

Michael J Cutler, Recording Secretary



Date	Address	Comments
House-No peeling paint on exterior trim or doors		
Mailboxes and stands maintained and painted		
Playground equipment maintained		
Fences not broken or missing parts		
Sheds needing painting or repairs		
Decks needing to be painted/stained or repaired		
Trash containers not to be in public view/approved screening materials can be used		
Trash/debris on open space which originated from one's property is to be removed		
Property owner is responsible for erosion control and proper drainage through property and not block or hinder natural drainage from adjoining property		
Fences to be wood with no wire mesh above the top rail		
Storage sheds are to be constructed of wood or siding similar to the house. No side or front yard placement.		

Exterior decorative objects in front yard require prior approval and are to be generally discouraged	
Exterior lighting requires prior approval	
Firewood in excess of three cords requires prior approval	
Gutters and downspouts are to be maintained	
In home business must be approved by FFx county and a copy of permit must be filed with MECA. No signage approved. No exterior storage of business-related materials to be allowed	
Trees and shrubs are not to obstruct sight lines for vehicular traffic	
Gardens to be behind front property lines and neatly maintained and unused stakes, trellises and dead growth are to be removed	
Rock gardens in excess of 24 inches require prior approval & Rocks must maintain natural color	
Permanent grills require prior approval	
Storage of recreation vehicles, commercial vehicles not permitted in open view on property and require screening which must be approved	

## MECA Common Ground Items

### Playground

- 1) Swing Set replacement –*Jason Lynch to chair*
- 2) Mulch addition (spring)
- 3) Brush hogging (winter)
- 4) Basketball surface painting (spring)-*Referred to Bishop (original contractor for this work)*
- 5) Basketball edge- *Referred to Bishop (see above)*
- 6) Tennis court fence and surface –*awaiting results of Reserve Study Engineering Report*

### New Austin Ct Common Area

- 1) Erosion along the water drainage area – *Jason has plans to mitigate erosion*
- 2) Replant grass in the drainage area-see above
- 3) Brush Hogging on the damn (winter)
- 4) Debris along the fence

### Lyme Bay Common Area

- 1) John needs to finish the tree and brush removal (winter)-*referred to John Madden*
- 2) Brush Hogging back wooded area (winter)-*referred to John Madden*
- 3) Firewood Removal
- 4) Trickle ditch infilling – Removal of dirt (??) –*possible Fairfax County area of responsibility*