



# MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

[www.mecahoa.org](http://www.mecahoa.org)

## MECA Board Meeting Minutes Wednesday, February 17, 2016

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

1. The meeting was called to order by Paul Osborn at 7:35 p.m.
2. The minutes of the January 20, 2016 MECA board meeting were reviewed and approved.
3. Finances
  - a. Monthly Treasurers Report:
    - i. Minimal activity.
    - ii. Jonathan changed the monthly Treasurer's Report format to make it easier to review.
4. ACC Reports
  - a. Applications/Violations – No activity
5. Playground and Common Areas – No activity
6. Community Activities
  - a. Holiday decoration winner awards were purchased and delivered to homeowners.
  - b. Easter Celebration scheduled for Saturday, March 19, 2016.
7. Communications
  - a. Appeals for volunteers – 4 homeowners have volunteered for the social committee, web page input, and law advice.
  - b. Dennis Fisher volunteered to pick up the mail for the P.O. box.
8. Old Business
  - a. Dues update: The dues notice was sent out Saturday, February 13 via Click-to-mail. Homeowners should start receiving by Thursday, February 18.
  - b. HOA packet conversion to PDF forms will be completed by Jonathan by Friday, February 19.
  - c. Financial review update: Jonathan contacted several CPA firms to see if they were interested in providing annual financial review of MECA finances and MECA's annual tax return. He was successful in obtaining engagement letters from Sidney Hooper and Associates with prices and terms for the 2014 and 2015 financial reviews and 2015 tax return. The Board reviewed the information and voted to retain services of said company. The 2015 financial review and tax return funding was set forth in the 2016 budget. The 2014 financial review will be paid out of the reserve fund.

9. New Business – no new business.

10. MECA Calendar

a. March Board Meeting – March 16, 2016 at Reston Regional Library.

11. Adjournment

a. 8:13 pm

Submitted by: Delores Plum, Recording Secretary