



# MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

## MECA Board Meeting Minutes Wednesday, January 18, 2012

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: Anne Himes, Paul Osborn, Jason Lynch, Michael Cutler, Bob Powell, Dennis Fisher and Jennifer Wagner.

1. The minutes of the December 21, 2011 MECA board meeting were reviewed and approved, with a typo correction.
2. Treasure's Report – Paul Osborn
  - a. Paid for signs for common area
  - b. Lawyer's bill for \$875 – legal expenses
  - c. Paid for storage locker for next year.
3. ACC – Dennis Fisher – no news
4. MECA Calendar
  - a. MECA February Board Meeting – February 15, 2012 Reston Library
  - b. MECA March Board Meeting - March 21, 2012 Reston Library
  - c. MECA clean up day – end of March
5. Community Events: Lights Contest - The board approved the daytime and nighttime winners for the lights contest: Daytime: 12914 New Parkland Drive (Steele), Nighttime: 13000 New Parkland Drive (McCloskey)
6. Legal:
  - a. Tennis court – no news
  - b. Complaint process – we are in the process of detailing it
7. Playground Report – Jason Lynch
  - a. Brush hogging along Monroe Street and other areas is ongoing. They also removed some concrete pads that had been dumped there.
  - b. Lighting has been installed. Mike Cutler and Jason Lynch swept away some of the excess hay. The lighting still needs to be straightened and wired.
  - c. We had a company look at the grading issue in the common area where the tree was removed. They recommended grinding up more of the roots/balls of dirt before they go in with heavy equipment. They will give us an estimate after the grinding is done on removing roots, making a channel and leveling the area.
  - d. New Mowing Contract Review
    - i. A motion was made to accept John Madden's contract proposal with Option A insurance (see attached). The motion was approved. We will write a contract for him.
    - ii. OPC insurance – Option A ; 1,000,000 / 2,000,000 - \$~500 per year

Option B: 2,000,000 / 4,000,000 - \$ ~800 per year

- e. Common ground signs - Completed, just need to be installed. We will also order park rule signs for the playground.
  - f. Basketball Court – We are continuing to look at our options.
8. MECA 2012 DIR – Complete by January 2012
9. Review of any Open Issues from Last Months
- d. MECA Insurance Update – we will try to have the insurance agent come to our next meeting.
  - e. Unsupervised activities in the common areas: we will post the signs and see what happens.

Meeting was adjourned at 8:42 p.m.

The February 2012 Board meeting will be held on Wednesday February 15, 2012 at 7:30 at the Reston Regional Library.

Submitted by:  
Jennifer Wagner  
Secretary

## Lawn Maintenance Proposal

January 15, 2011

To: Monterey Estates Community Association (MECA)  
P.O. Box 710162  
Oak Hill, VA 20171

From: OPC LLC  
John Madden  
13005 New Austin Court  
Oak Hill, VA 20171  
703-471-1258

Subject: Common Area Maintenance Proposal – 2012 and 2013

I want to thank the MECA board of directors for the opportunity to serve the MECA community since 2002. I look forward to working with the community for another 3 years.

In 2009, I offered MECA the following prices per mowing:

- Mowing - \$400
- Trimming - \$28.33
- Trash removal - \$10

When I submitted my proposal in March of 2009, diesel fuel was \$2.21 per gallon. Today, it is just at \$4.00 per gallon. So fuel costs have gone up \$9 per mowing alone. I don't have figures of the cost to dump trash at the county land fill from 2009 but the costs have gone up significantly since then as well.

I propose the following prices per mowing for the next 3 year contract period:

- Mowing - \$425
- Trimming - \$53.00
- Trash removal - \$12.50

Mowing - As mention above, fuel prices have increased and I do not anticipate them going down (probably up). Forecasts call for gas to be at \$5.00 per gallon by Memorial Day 2012. Let's hope not. Labor, overhead and maintenance cost account for the balance of the increase for mowing.

Trimming – Jason Lynch requested additional trimming along the concrete drainage area in the Lyme Bay common area in 2011. This contract modification brought the trimming cost per mowing up to \$48.33. MECA requested another change for this contract period – trim around the concrete drainage area off Monterey Estates Drive each mowing instead of only 4 times per year. The increased cost of \$4.67 is due to the increased services requested. I plan to purchase additional equipment to perform the trimming that should improve the appearance of the areas along the street.

Note: Additional trimming labor was required when MECA installed the border around the play ground a couple years ago. I decided to absorb this cost over the last two years.

Trash removal – increase due to the increased cost to haul trash to the county landfill.

In summary, the increases over the last contract period are primarily due to increases in fuel and dumping fees. I hope that the MECA board finds this proposal acceptable. I look forward to continuing to work with the board and the community as we continue to improve the community in which we live.

Period of Performance: March 15, 2012 through March 15, 2014

Service to be provided:

1) Community Park:

- a. Mow a maximum of 20 times between March 15<sup>th</sup> and November 15<sup>th</sup> each year,
- b. Trim and edge around basketball court, tennis court, playground area, and all park benches each time the area is mowed,
- c. Pickup and remove trash\* on lawn and playground areas each time it is mowed,
- d. Empty all trash receptacles each week between March 15<sup>th</sup> and November 15<sup>th</sup> and every two weeks between November 16<sup>th</sup> and March 14<sup>th</sup>

2) Lyme Bay and Austin-Monterey Estates Common Areas and Pipeline:

- a. Mow a maximum of 20 times between March 15<sup>th</sup> and November 15<sup>th</sup> each year,
- b. Trim and edge sidewalk and curb a maximum of 4 times on Monterey Estates Drive, New Austin Ct., New Ambler Ct. and Lyme Bay Dr., between March 15<sup>th</sup> and November 15<sup>th</sup> each year,
- c. Pickup and remove trash\* each time the areas are mowed,
- d. Trim around concrete drainage area in the common area off Monterey Estates drive and off of Lyme Bay each time the area is mowed.

Proposed Payment Breakdown per service, per year:

- Maximum payment for mowing, trimming and edging service - \$9619.93
- Maximum payment for Trash removal - \$500
- Total lawn services - \$ 10,119.93

Contract Conditions:

The MECA Board of Directors retains the option to inspect MECA (Association) property after each mowing as/if necessary. If services are not completed in accordance with this contract, MECA Board of Directors retains the right to reduce monthly payment for service(s) not rendered by the amount stated above. However, the MECA Board of Directors or person designated by the board must contact OPC LLC by email within 7 days of services not completed in accordance with this contract. At that time, OPC has 3 days to complete the service(s) in question before penalty.

OPC is required to have sufficient liability insurance at a minimum amount of \$2,000,000 for each or any liability situation that may occur as a result of doing business on Association property as a result of this contract.\*\*

This contract must be in place and a current copy of OPC LLC liability insurance must be submitted to the MECA Board of Directors prior to any work being performed on Association property.

In the event cost increases because of events out of the control of OPC LLC (e.g. fuel or trash disposal costs increases, etc.), OPC LLC retains the right to in writing/email request compensation for these costs up to but not to exceed the 5% (i.e. \$506.00) of the contract amount.

Notes:

\* Trash is defined as any single item within the lawn or playground areas. OPC LLC is not required to remove trash, yard waste, etc. that is dumped on MECA property.

\*\* OPC currently maintains \$1,000,000.00 of liability insurance for each occurrence and a general aggregate limit of \$2,000,000.00. If the MECA board believes that the policy limits in place do not match what they would like, I will secure what the board feels comfortable with. OPC will submit revised cost figures should this be the case if additional costs are incurred for the additional insurance coverage.

Regards,

John Madden  
OPC, LLC