



MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

MECA Board Meeting Minutes

Wednesday, January 15, 2014

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 December, 2013 MECA board meeting were approved as written.
3. Treasurer's Report
 - a. Monthly Treasurers Report

i. US Postal Service(mailbox fee)	\$124.00
ii. Dominion Power-Electric	\$14.56
iii. Santa's Visit	\$95.98
iv. Laurie Dolson-Dues Collection	\$58.61
v. Laurie Dolson- Dues Collection	\$21.00
 - b. Income

i. HOA Packets	\$100.00
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 - c. Status of lien on 2607 New Concorde Court
 - i. We have received bills from Laurie Dolson regarding the lien on 2607 New Concorde
 - ii. Lien was placed in December 2013
 - d. Click2Mail
 - i. Proposed use of Click2Mail for newsletter distribution
 - ii. Mailings-mandated by the By-Laws
 1. Notice of Annual Meeting
 2. Dues notice
 - iii. Motion made to reimburse Paul for the Click2Mail expenses incurred
 1. Motion passed
 - e. Proposed work to be done by John Madden
 - i. Tree trimming
 - ii. Brush hogging
 - f. Annual Audit by Goldklang Group
 - i. Awaiting final document
 - g. MECA Annual Budget
 - i. Tabled for later discussion

4. ACC – Dennis Fisher
 - a. No violations to report
 - b. Inspection Checklist
 - i. To be implemented in the February/March 2014 timeframe
 - ii. Additional volunteers have stepped up
 1. Debbie Alt
 2. Cathy Downs
 - iii. Areas assigned using the Neighborhood Watch territories
 - iv. Checklist to be transposed to a spreadsheet with room for notes
5. Playground and Common Area
 - a. Brush Hogging by John Madden
 - i. Homeowners will be notified before activity begins
 - b. Tree Trimming
 - i. The Bells have expressed their displeasure with the trimming of the trees behind their property
 1. It should be noted that the trees in question are on the MECA common ground and that the trees appear to be supporting the Bell's fence.
 - c. Parcel H survey
 - i. A new surveyor has been contacted for this activity and we are awaiting the results of the survey
 - d. Walk around of Common Areas
 - i. Scheduled for Jan 18, 2014 at 1000 am
 - ii. Led by Jason Lynch
6. Community Activities
 - a. Christmas Decorating Contest
 - i. E mail notifications and Newsletter Article
 - ii. Daytime Category
 1. 2668 New Aspen
 2. 12819 New Parkland- Honorable Mention
 - iii. Nighttime Category
 1. 12914 New Parkland
 2. 13014 New Austin
 3. 2619 New Concorde
 - b. Spring Clean Up
 - i. May 3
 - c. Egg Hunt
 - i. April 12
7. Newsletter
 - a. Spring Issue
 - i. Scheduled for March
8. Old Business
 - a. Reserve Study
 - i. Awaiting report
9. New Business
 - a. Recruitment of new Board Members
 - i. A call for new blood and fresh ideas

- ii. Topic to be addressed in Newsletter
- b. Budget
 - i. After much discussion, the budget was reviewed and amended
 - ii. The amended budget was approved
 - iii. There will be no increase in the annual dues

10. MECA Calendar

- a. February 19, 2014
 - i. Monthly Board Meeting

11. Action Items

- a. Common Area walkabout
- b. Vendors for Spring Clean Up
- c. Holiday Decorating Contest notification and prizes

12. Adjournment

- a. 8:55pm

Submitted by:

Michael J Cutler, Recording Secretary

Monterey Estates Community Association
MECA FISCAL BUDGET
January 1, 2014 to December 31, 2014

	FY 13		FY 14
	Budget	Actual	Budget
Income			
Dues	37,950	37,770	37,950
HOA Transfer Fees	50	175	150
HOA Packets	600	900	600
News Letter Ads	0	15	15
Interest on CD	60	43	45
Total Income	\$38,660	\$38,903	\$38,760
Expenses			
Administrative	1,400	2,261	1,800
Annual Audit & Reserve Study	2,425	2,425	3,900
Community Events	700	166	400
Fees (PO Box, Corporation, Real Estate Board)	400	283	300
Insurance - Liability	2,300	2,458	2,600
Improvements & Maintenance			
Lawn Service	12,100	8,929	12,100
Lawn Service - Additional Grounds Maint			
Common Grounds - Infrastructure	1,300	572	500
Common Grounds - Landscaping	10,000	7,222	3,000
Common Grounds - Surveyor	1,000	1,000	1,000
Legal Expenses	900	442	500
Maintenance-Basketball			
Maintenance-Tennis			
Mulch	1,000	0	500
Playground Equipment	2,000	0	2,500
Storage Locker	750	768	800
Tax Return Preparation	350	350	350
Utilities	325	177	200
Total Expenditures	\$36,950	\$27,053	\$30,450
Annual Operating Funds from Savings	0	0	0
Annual Set-A-Side for Longterm Maintenance	0	0	0
Operating Reserve (20% of Total Annual Income)	7,732	7,781	7,752
Available Replacement Reserve Savings	40,111	50,202	56,405
Annual Budget Balance	1,710.00	11,850	8,310.00
Beginning Fiscal Balance	\$46,133	\$46,133	\$55,847
Ending Fiscal Balance	\$47,843	\$55,847	\$64,157

