



MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

MECA Board Meeting Minutes

Wednesday, July 17, 2013

The monthly MECA Board meeting was called to order at 7:30 p.m., at the Reston Regional Library, 11925 Bowman Towne Drive, Reston, VA 20190. The Board members in attendance were: Jim Zavrel, Paul Osborn, Adam Shubert, Delores Plum, and Mike Cutler.

1. The meeting was called to order by President Jim Zavrel at 7:30 p.m.
2. The minutes of the June 19, 2013 MECA board meeting were reviewed, and approved.
3. Treasurer's Report – Paul Osborn.
 - a. Ordinary expenses have been paid
 - i. OPC (Mowing) \$1471.50
 - ii. Electric \$14.41
 - b. Income
 - i. Newsletter Advertising \$15.00
 - c. Dues
 - i. 6 delinquent
 1. 1 owner address unknown
 2. 1 rental (the dues bill needs to be forwarded)
 - ii. Click2Mail expenses of \$34.65 incurred for sending the delinquent dues notices
 1. A motion was made (Jim Zavrel) and seconded (Delores Plum) to authorize payment of \$34.65 to Paul Osborn for the expenses incurred.
 - iii. Jim Zavrel brought up the case of the homeowner on New Concorde Court who has not paid the Homeowner Association Dues for 3 years. The case will be forwarded to Laurie Dolson for legal proceedings.
4. ACC –
 - a. In Dennis' absence, the following were discussed:
 - i. ACC enforcement-possibly with the help of volunteers on the ACC Committee
 - ii. The status of the sidewalks that have been marked for replacement (?)
 - iii. The status of the deteriorating condition of our neighborhood streets
 1. On this point, Jim Zavrel suggested contacting Cathy Hudgins, our District Rep to pursue the street issue.
5. Playground and Common Area
 - a. Encroachment of Common Area by adjacent homeowners
 - i. This matter will be forwarded to Laurie Dolson for review .
 - b. Parcel H Survey
 - i. Jim Thurber has gone missing and not returning messages
 - ii. Possibility of hiring a different surveyor to complete the job.
 - c. Basketball Court vandalism
 - i. Pursing the idea of procuring the materials from Bishop (initial contractor) and having MECA provide the labor to repair.
 - d. Swing Sets
 - i. The proposal calls for the purchase and installation of a 10 foot A frame swing set with 4 swing positions, having 3 regular swings and 1 ADA compliant swing.

6. Community Activities
 - a. National Night Out
 - i. August 6, 2013 primary location at the intersection of Lyme Bay Drive and New Banner Lane
 - ii. Publicity
 1. Facebook
 2. Neighborhood Street Signs
 3. E mail
 4. MECA Website
 - b. Running Club
 - i. No activity to report
 - c. Junior Tennis Lessons
 - i. No activity to report
7. Budget Committee
 - a. Members
 - i. Still accepting volunteers
8. New Business
 - a. Reserve Study (Presented by Jim Zavrel)
 - i. Use of the CAI website for a list of approved vendors
 - ii. Two candidates were chosen from the pool
 1. PM+ offering a fixed price proposal
 2. CAE offering an a la carte option of their services
 - iii. The expenditure was not budgeted, but is a capital expenditure that would be covered in the budget
 - iv. Jason Lynch would be invited to participate as he has been intimately involved in the MECA infrastructure
 - v. Commented that as a volunteer board, we would benefit from some professional insight into the care and management of our infrastructure.
 - vi. The reserve study is now required to be a part of the Homeowner sales packet.
 - vii. A motion was made (Jim Zavrel) and seconded (Paul Osborn) that we accept the proposal from CAE for the Reserve Study.
 1. Discussion
 - a. Adam- suggested that we move forward with the comprehensive reserve plan and add the cash flow analysis, bringing the total cost to \$1950 (an increase of \$200 over the original study)
 2. The motion was amended by Jim Zavrel and seconded by Adam Shubert.
 - i. The amended motion was approved.
 - b. Receipt of Member Complaint (Presented by Jim Zavrel)
 - i. A complaint was filed on behalf of Carlo Mancuso by his representative at Day and Johns
 1. Discussion centered around responding to the complaint in a timely manner while the matter is forwarded to Laurie Dolson for her opinion on the complaint and the required action.
 2. A tentative date of August 21, 2013 was set for a hearing on the complaint.
9. A motion to adjourn was made at 8:46 pm, followed by a seconding of the motion.

The meeting was adjourned at 8:46 p.m.

Submitted by:

Michael J Cutler

Recording Secretary