



MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

MECA Board Meeting Minutes Wednesday, June 19, 2013

The monthly MECA Board meeting was called to order at 7:34 p.m., at the Reston Regional Library, 11925 Bowman Towne Drive, Reston, VA 20190. The Board members in attendance were: Adam Shubert, Jim Zavrel, Dennis Fisher, Paul Osborn, and Mike Cutler.

1. The meeting was called to order by President Adam Shubert at 7:34 p.m.
2. The minutes of the May, 2013 MECA board meeting were reviewed, and approved.
3. Treasurer's Report – Paul Osborn
 - a. 93.4 % (215 Homeowners) of neighborhood dues have been paid to date.
 - i. Of the 15 outstanding, 3 of those promise to be challenging to collect.
 - b. Ordinary expenses have been paid
 - i. OPC (Mowing) \$1571.50
 - ii. Electric \$14.42
 - iii. Garage Sale/Annual Meeting Expenses \$359.39
4. ACC – Dennis Fisher - No violations reported.
 - a. Some discrepancies have been retroactively approved when properly documented
 - b. Ideas to consider
 - i. Possibly instituting a checklist for neighborhood inspections to assure compliance
 - ii. Informal walk about the neighborhood
5. MECA Calendar
 - a. MECA July Board Meeting – July 17, 2013 Reston Library
 - b. MECA August Board Meeting- August 21, 2013 Reston Library
6. Budget Committee
 - a. Members
 - i. President
 - ii. Treasurer
 - iii. Impartial outside member
 - b. Email to be distributed with a July deadline
 - c. Email list to be uploaded to cloud to enable access to those that need access for distribution
 - d. First meeting to be held as soon as practical.
7. Swing set purchase
 - a. Information regarding the playground swing set will be forwarded to the board by email, in anticipation of an electronic vote on the proposal.
 - b. Jason Lynch will be polled for his preferences on the equipment as he has spearheaded the project.
8. Newsletter
 - a. Point of Contact for the newsletter is Jennifer Wagner
 - i. Content should be forwarded to Jennifer to include:
 1. Additional information
 2. Photographs
 3. Recipes

4. Tips

9. New Business

a. Jim Zavrel:

- i. Tennis Court maintenance
 1. Upcoming project in the future
- ii. Reserve Study
 1. Based on the model of Monroe Manor whereby they had an outside consultant review their infrastructure and the required financial reserves required to conform to requirements.
- iii. Transition plans to a professional management company and what services would be provided and the subsequent cost.

10. Election of Officers

1. President Jim Zavrel

- a. Nomination by Adam Shubert
 - i. Elected by acclamation

b. Vice President

1. Adam Shubert
 - a. Nomination by Dennis Fisher
 - i. Elected by acclamation
2. Treasurer Paul Osborn
 - a. Nomination by Jim Zavrel
 - i. Elected by acclamation

c. Secretary

1. Michael Cutler
 - a. Nomination by Adam Shubert
 - i. Elected by acclamation

11. President's Remarks

- a. Newly elected President Jim Zavrel spoke highly of the former Board members and hopes to have them continuing as contributing members in the special operations of the board.

12. 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