



MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

MECA Annual Homeowner Meeting Minutes Monday, June 8, 2015

The MECA Annual Homeowner meeting was called to order at 7:30 p.m., at the Fox Mill Elementary School, 2601 Viking Drive, Herndon, Virginia 20171. The Board members in attendance were: Jim Zavrel, Delores Plum, Paul Osborn, Dennis Fisher, and Jonathan Grinnon.

1. Call to Order (7:30 pm)
 - a. The meeting was called to order by Former President Jim Zavrel at 7:30 pm.
 - b. Opening comments by Jim Zavrel
 - i. Attendance is mostly comprised on longtime residents with a few new residents.
 - ii. The Board is composed of all volunteers, thereby contributing to lower annual dues.
 - iii. Introduction of current and former board members
 - A. Former President: Jim Zavrel
 - B. Treasurer: Jonathan Grinnon
 - C. Secretary: Delores Plum
 - D. ACC Chair: Dennis Fisher
 - E. Board member: Paul Shlesinger (not present at meeting)
 - F. Board member: Paul Osborn
 - G. Playground/Common Ground Coordinator: Jason Lynch
 - H. Newsletter Coordinator: Jen Wagner (not present at meeting)
 - I. Neighborhood Watch Coordinator: Rick Foelsch (not present at meeting)
2. Treasurer's Report: MECA Treasurer Jonathan Grinnon
 - a. Balance on hand \$106,009.13
 - i. Checking Balance \$27,921.50
 - ii. Savings Balance \$78,087.63
 - b. Dues
 - i. Dues still low at \$170 per annum. To date 89% of dues have been received (205 out of 230 homes)
 - ii. Second notice of delinquent dues will go out in the mail in the next 2 weeks.
 - iii. The board hopes to have electronic use of paying dues in the near future.
 - c. Reserve fund of \$80,000 which is a good position to be in.
 - i. Allocated for infrastructure repairs (i.e. tennis court)
 - ii. True condition and cost to be determined by engineering study as part of the reserve study
 - d. Finances: Moved books and records to accounting software this year making the budget transparent and ease of use.
3. Playground and Common Ground Report: Jason Lynch
 - a. Overall the common grounds are in decent shape
 - b. Over the last two years we have had to contract for the removal of trees in the common grounds in order to prevent damage.
 - c. Good working relationship with the HOA lawn care service John Madden.

- d. Playground: We have been working to replace the large swing set to add an additional swing. Out of 10 contractors contacted, only 4 responded and only 1 contractor came out to look at the area. Apparently the job is too small for most contractors to deal with. We ask if anyone having a subscription to Angie's List check to see if there are contractors available for this type of job and provide information to Jason Lynch.
- e. Border of the playground near the small swing set needs to be expanded. The border was expanded last year for the large swing set.
- f. Mulch rejuvenation is needed in the playground area. Need 3 days of no rain since mulch is tricky to lay when wet. We need approximately 60 yards. When the mulch is scheduled, the Board would like to ask for volunteer assistance in spreading of the mulch.
- g. Basketball ball court is in decent shape. We need a good power wash of the court since an impromptu memorial service with burning candles damaged the surface.
- h. Tennis Court: The court is coming to its end of life. The Engineering firm under the reserve study can determine what is needed. The Board can get that report done this year. The fence is concerning since balls are kicked against the fence and climbing on the fence has weakened it. May need to replace the fence soon, even if the court is not rejuvenated this year. If we determined that it is no financially feasible to maintain the tennis court, we would have to get County permission to do so.
- i. Questions
 - Do we have a good email list to send information out? Can we be more aggressive in obtaining email addresses. Response: We can try to get more emails. We have put this information in several newsletters.
 - Monroe Manor children: Coming onto our playground and using it. Can we prevent this? Response: We cannot gate the playground due to the pipeline. We have signs posted for Monterey Estates homeowners only; however, no attention is paid to the signs. Jim Zavrel has talked to the Monroe Manor HOA President previously, but Monroe Manor does not patrol their own common area.

4. ACC Reports

- a. Dennis Fisher stated homeowners can use the application form online at mecahoa.org. Submit to Dennis via email and he will provide responses quickly.

5. Proposed Amendment to By-Laws: Jim Zavrel

- a. A proposed change is on the ballot regarding the auditing of the Association Books.
- b. Jonathan explained that instead of an annual audit of the Association books at an approximate cost of \$2,400, we could cause a review of all financial transactions of the Association Books at an approximate cost of \$1,000; thereby reducing this annual expense.
- c. Questions
 - Is the accounting software used for all expenses? Response: The accounting software is used for all expenses. No finances are paid without approval of the Board. All finances can be seen online.
 - Did the Board consult with the lawyer regarding the audit? Response: We did consult, however, since the MECA HOA is small enough and doesn't have large expenditures, the decision was made by the Board to change the By-Law wording.

6. Nomination and election for new MECA Board members.

- a. Three vacancies on the MECA Board
 - i. Jim Zavrel – End of Term and has sold home.
 - ii. Delores Plum – End of Term
 - iii. 1 unfilled seat
- b. Nominees

- i. An optimum number of Board members are 7 for voting tie-breakers, however, the Board can have 5-7 members/volunteers. If the Board cannot have enough members/volunteers, Monterey Estates HOA would have to consider an outside professional management company
 - ii. Nomination made for Cameron Eckhardt
 - c. Collection of Ballots for Board Members and Proposed Amendment.
7. Open Forum Community Discussion/Suggestions
 - a. What is the status of the Monterey Estates stormwater area? Response: After the County made their presentation last year, no timeframe or communication has been received. It will probably be a trickle dam with better filtration. Examples of type can be seen in Franklin Farm.
 - b. When are the roads going to be repaired? Response: After the October 22, 2014 meeting with Delegate Tom Rust, the response was an estimation of repair could occur in 2016, if funds are available.
 - c. Jim did mention the winter sand in the streets from the snow. Cleaning was accomplished on 2 occasions, even if not done to complete satisfaction.
 - d. What about sidewalk repairs? Jim stated that the contact for VDOT and sidewalk repair could be found in the July 2014 newsletter posted on mecahoa.org.
8. The Annual Meeting of the Monterey Estates Homeowners Association was adjourned at 8:36 pm.

Submitted by: Delores Plum, Recording Secretary