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# MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

## MECA Board Meeting Minutes Wednesday, June 20, 2012

The monthly MECA Board meeting was called to order at 7:35 p.m., by acting President Pro Tem, Adam Shubert, at the Herndon Fortnightly Library, 768 Center Street, Herndon, VA 20170. The Board members in attendance were: Michael Cutler, Dennis Fisher, Delores Plum, Bob Powell, Adam Shubert and Jim Zavrel .

The following resident of the community were present: Ron Plum.

1. **Election of Officers** (Acting President Pro Tem Adam Shubert)
  - a. Nomination for the office of President
    - i. Paul Osborn nominates Adam Shubert
    - ii. Dennis Fisher seconds the nomination
      1. Adam accepts
    - iii. Vote
      1. Unanimous
  - b. Nomination for the office of Vice President
    - i. Bob Powell nominates Jim Zavrel
    - ii. Dennis Fisher seconds the nomination
      1. Jim accepts
    - iii. Vote
      1. Unanimous
2. **Approval of May 2012 Board Meeting Minutes** (President Adam Shubert): The minutes of the May, 2012 MECA board meeting were reviewed and approved as amended.
  - a. The meeting location in the May minutes for the June meeting was listed as the Reston Regional Library, however the location was actually the Herndon Fortnightly Library.
3. **Approval of the MECA HOA Annual Meeting Minutes** (Adam Shubert)
  - a. Approval was tabled in order to give the Board time to review the minutes .
  - b. It was at this time that the action of updating the Board of Directors contact information be done in order for all the members to receive communications regarding Board Business.
4. **Treasurer's Report** (Paul Osborn)
  - a. Expenses
    - i. Basketball Court resurfacing deposit
      1. \$8,000
    - ii. Dues Status
      1. 3 Homeowners remain outstanding
5. **ACC Report** (Dennis Fisher)
  - a. No violations
  - b. Status update of Reston Parking District Regulation
    - i. Regulation is in effect, but County has no money for the requisite signage, therefore the regulation can not be enforced.

## **6. Calendar of Events**

- a. 18 July 2012- Board Meeting-Reston Regional Library
- b. 15 August 2012- Board Meeting-Reston Regional Library

## **7. Role of Jason Lynch**

- a. Currently Head of Playground Committee
  - i. Will continue in that capacity
- b. Currently Registered Agent of MECA HOA
  - i. Paul Osborn nominated and seconded, approved for the position of Registered Agent
- c. Liaison with John Madden (Common Ground Maintenance Contractor)
  - i. Will continue in that role
- d. Custodian of MECA HOA Documents
  - i. Has agreed to forward the documents to the MECA HOA Google folder
- e. Custodian of MECA HOA Seller Packets
  - i. Will transition that role to Bob Powell and Adam Shubert

## **8. Community Events**

- a. Summer Scavenger Hunt-to be researched
- b. Picnic 22 September 2012- details to follow at July Meeting

## **9. Complaint Process**

- a. Maintain anonymity of complaint

## **10. Playground/Common Area**

- a. Jason Lynch to provide updates

## **11. Professional Management Company**

- a. Update tabled
  - i. Anne Himes has information
- b. Paul Osborn
  - i. Suggested that we try to rekindle volunteerism within the community to redistribute the workload
  - ii. Adam Shubert
    - 1. Proposed that the volunteer activities be small, easy to manage tasks
    - 2. Suggested a Halloween Parade for the children in the community

## **12. Newsletter**

- a. Currently chaired by Craig Reichow
- b. Position is open for a replacement

## **13. Directory**

- a. Paul Osborn, Jennifer Wagner working on this
- b. Mike Cutler suggested that the directory be used as regulated sign in to verify homeowner status and eligibility for voting

## **14. Insurance Requests**

- a. Usually in conjunction with seller packets

## **15. New Business**

- a. Jim Zavrel
  - i. Proposed that we invite Anne Himes to debrief the new board
  - ii. Proposed that Jason Lynch be invited to debrief the new board
  - iii. A motion was made by Bob Powell and seconded by Delores Plum to buy 2 gift certificates to Carraba's Grill to award to Anne and Jason for their service.
    - 1. The motion carried

## **16. Adjournment**

- a. The meeting was adjourned by acclamation at 9:00 pm by President Adam Shubert.
- b. The July MECA HOA Board Meeting will be held on 18 July 2012 at 7:30 pm at the Reston Regional Library.

Submitted by:  
Michael J Cutler  
Recording Secretary, pro tem

