



# MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

## MECA Board Meeting Minutes

Wednesday, May 28, 2014

The monthly MECA Board meeting was called to order at 7:25 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 7:25 p.m.
2. The minutes of the April, 2014 MECA board meeting were approved as amended.
  - a. The date of the Spring Cleanup was corrected to May 31, 2014 vice May 17, 2014.
3. Treasurer's Report
  - a. Monthly Treasurers Report
    - i. Dominion Power-Electric \$14.37
    - ii. HOA Packet Materials \$21.63
    - iii. Dues Notice-Second Mailing \$30.43
    - iv. Goldklang Group(2013 Tax Prep) \$350.00
  - b. Income
    - i. Dues (218 homeowners (95%)) \$2805.00
  - c. Reimbursement for expenses incurred by Paul
    - i. Newsletter Click2Mail
      1. \$231.15
    - ii. Dues notice Mailing
      1. \$14.32
    - iii. Motion approved and seconded
  - d. John Madden has not started billing for the season.
  - e. Tax Prep billed earlier than usual
4. ACC – Dennis Fisher
  - a. Applications/Violations
    - i. Craig Prater of 13012 New Arden
      1. Request to build a front yard wooden patio
      2. Application denied as Board of Directors agrees with the ruling of the Architectural Control Committee
        - a. Planned construction is not in harmony with the community and its guidelines
    - ii. Storage of ski doos still an issue
      1. Sitting in front of house
        - a. A certified letter to owner requesting moving of units to an area out of public sight in order to conform to community guidelines

- b. HOA Packet Issuance
    - i. Requested
      - 1. 13002 New Parkland (Cingle)
        - a. Pending ACC approval and dues confirmation
      - 2. 2644 New Banner (Gulakowski)
        - a. Pending ACC approval
    - ii. Transfer Fee
      - 1. A Transfer Fee of \$25 is sometimes delivered at closing
5. Playground and Common Area
- a. Playground Equipment
    - i. Jason Lynch to be contacted regarding the status of the equipment
  - b. Correspondence with lawyer regarding encroachment issues
    - i. Per lawyer's message, a minimum of 3 hours billing can be expected
      - 1. 1 Hour to review covenants
      - 2. 1 Hour to conference with MECA BOD
      - 3. 1 Hour to Draft letter to violators
    - ii. BOD will stipulate that IF the review can be completed by June 18, 2014 (date of the MECA Annual Meeting), the lawyer will be directed to proceed
    - iii. An allocation of \$500 was approved to pursue this action
6. Community Activities
- a. Date for Spring Clean Up
    - i. May 31, 2014
    - ii. Easy Bins will be on site from about 1 pm until about 5 pm
    - iii. National Children's Center to be on site about 4 pm
    - iv. Schedule of Staffing
      - 1. Adam 12-2
      - 2. Paul 1:30-2:30
      - 3. Dennis 2:30-3:30
      - 4. Jim 3:30-5
7. Newsletter
- a. Nothing to report at this time
8. Old Business
- a. VDOT
    - i. Roadways
      - 1. From correspondence from the Office of Delegate Tom Rust
        - a. MECA is on the paving with schedule with Bournham Woods
        - b. Paving funds have been depleted due to the extensive plowing this winter
        - c. MECA roadways are in such poor condition in some areas that additional work will be required
    - ii. Street Sweeping
      - 1. Sweeping has been accomplished, but not thoroughly on all streets

9. New Business

- a. Agenda for Annual Meeting (Fox Mill Elementary School June 18, 2014 7pm to 9 pm)
  - i. Invitation to Elected Officials
    - 1. Tom Rust to be invited
  - ii. Treasurers Report
  - iii. Common Area Survey
  - iv. Newsletter Status
    - 1. Transition to Online/email distribution
      - a. Email list needs to be more complete
  - v. Amendment to By-Laws
    - 1. Clarification of Proxy votes
  - vi. Nomination and Election of new Board Members
    - 1. Three vacancies with 2 additional seats authorized
  - vii. Open Forum
- b. Notice of Annual Meeting to be edited for content
- c. MECA BOD encouraged to arrive by 6:30 pm

10. MECA Calendar

- a. Annual Meeting
  - i. June 18, 2014
  - ii. Fox Mill ES 7 pm- 9 pm
- b. Monthly Board Meeting
  - i. June 25, 2014
  - ii. Herndon Fortnightly Library
- c. July 2014 TBD
  - i. July BOD Meeting

11. Adjournment

- a. 8:40 pm

Submitted by:

Michael J Cutler, Recording Secretary