



MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

MECA Board Meeting Minutes

Wednesday, November 20, 2013

The monthly MECA Board meeting was called to order at 7:33 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 7:33 p.m.
2. The minutes of the October 16, 2013 MECA board meeting were reviewed. The minutes were approved.
3. Treasurer's Report – presented by Jim Zavrel in Paul's absence
 - a. Monthly Treasurers Report
 - i. Dominion Power-Electric \$14.63
 - ii. Paul Osborn-Tax return mailing expense \$7.32
 - iii. Income
 1. Dues \$165.00
 - b. Status of lien on 2607 New Concorde Court
 - a. Letter has been sent by Laurie Dolson to owner informing them of the outstanding balance and fees totaling \$422.33
 - c. Certificate of Deposit coming due soon
 - i. Proposal made to rollover at current rate and term
 - d. Annual Audit Draft
 - i. Proposal to set up a separate bank account for the reserve funds
 - ii. Review current insurance coverage
 - iii. Review has uncovered no significant deficiencies
 - e. Reserve Study
 - i. No progress reported
4. ACC – Dennis Fisher
 - a. No issues to report
 - b. Handicap ramp installed at 12901 New Parkland
 - i. Appears to conform to ADA Guidelines
 - ii. Appears to be esthetically pleasing
 - c. Fall Inspection Checklist
 - i. Dennis has compiled a preliminary list of items to check
 - ii. Neighborhood Watch territories to be used as zones
 - iii. To be used as a gentle reminder to maintain the standards of the community
 - iv. To be implemented in the early part of 2014

5. Playground and Common Area
 - a. Additional Maintenance
 - i. Tree issues
 1. Affected homeowner(s) to be contacted
 - b. Playground Update
 - i. No action to report
 - c. Parcel H survey
 - i. New surveyor to be contracted for this activity
6. Community Activities
 - a. Santa's Visit
 - i. December 14, 2013 at 1:00 pm
 - ii. Christine Cutler to Chair
 - iii. Delores Plum also volunteered
 - iv. Announcement to be inserted in Newsletter
 - b. Holiday Decorating Contest
 - i. Daytime Category
 - ii. Nighttime Category
 - iii. Judging to be on Saturday, December 21, 2013
7. Newsletter
 - a. Fall Issue
 - i. Early November delivery
 - ii. ACC Inspection Roll out
 - iii. Santa's Visit
 - iv. Holiday Decorating Contest
 - v. Sidewalk repair and the procedure to report sidewalk issues (broken pavement, uneven slabs, etc.)
 - vi. Call for Newsletter articles
8. Old Business
 - a. Use of MECA E-mail List
 - i. Determined that the email list is to be reserved for official business of the MECA Board of Directors to communicate with the Homeowners
 - b. CAI Legislative Update
 - i. Jim, Adam, and Paul attended
9. New Business
 - a. Dennis brought an article regarding low income micro units be proposed for Fairfax County
 - i. Plan would allow for multiple, unrelated persons to inhabit a formerly zoned single family dwelling
10. MECA Calendar
 - a. December 14, 2013
 - i. Santa's Visit (1 pm)
 - b. December 18, 2013
 - i. Monthly Board Meeting
 - c. December 21, 2013
 - i. Holiday Lighting Contest Judging
11. Action Items
 - a. Reserve Study Requirements
 - b. Mancuso Complaint
12. Adjournment
 - a. 8:42 pm

Submitted by:

Michael J Cutler, Recording Secretary