



MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

MECA Board Meeting Minutes

Wednesday, October 16, 2013

The monthly MECA Board meeting was called to order at 7:28 p.m., at the Reston Regional Library, 11925 Bowman Towne Drive, Reston, VA 20190. The Board members in attendance were: Jim Zavrel, Adam Shubert, Dennis Fisher, Delores Plum, and Mike Cutler.

1. The meeting was called to order by President Jim Zavrel at 7:28 p.m.
2. The minutes of the September 18, 2013 MECA board meeting were reviewed. The minutes were approved after a typographical error was corrected.
3. Treasurer's Report – presented by Jim Zavrel in Paul's absence
 - a. Monthly Treasurers Report

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|---------------------------------|-----------|
| i. OPC- Lawn July | \$1471.50 |
| ii. OPC- Lawn August | \$1471.50 |
| iii. Goldklang -Tax return 2012 | \$350.00 |
| iv. Jennifer Wagner-Newsletter | \$228.25 |
| v. Dominion Power-Electric | \$14.59 |
 - b. Income

| | |
|------------------|----------|
| i. Transfer Fees | \$25.00 |
| ii. Dues | \$165.00 |
| iii. HOA Packets | \$100.00 |
 - c. Dues
 - i. All paid with one exception
 1. 2607 New Concorde Court
 - a. Case has been forwarded to Laurie Dolson for action
 - b. Dolson has apparently received the information, but no response has been received
 - d. Annual Audit
 - i. The draft audit has been completed and is in Partner Review
4. ACC – Dennis Fisher
 - a. Fall Inspection Checklist-in development
 - b. 13007 New Austin Court
 - i. Pre sale inspection
 - c. Philips Fence
 - i. Desires to locate his fence on MECA Common Ground in order to accommodate trees
 - d. Danna Zavrel has volunteered to assume duties of Homeowner Packet Co-coordinator
5. Playground and Common Area
 - a. Additional Maintenance

- i. Tree issues-Adam to follow up on
 - b. Playground Update-nothing to report
 - c. Parcel H survey
 - i. New surveyor to be contracted for this activity
- 6. Community Activities
 - a. Halloween Parade
 - i. A prospective volunteer has been located via Jen Wagner, but no name has been forwarded
 - b. Santa's Visit
 - i. December 14, 2013 at 1:00 pm
- 7. Newsletter
 - a. Fall Issue
 - i. Early November delivery
 - ii. Notice of Joshua Newman 5K run on November 30
 - iii. Call for Newsletter articles
- 8. Old Business
 - a. Reserve Study Requirements
 - i. In process of collecting requisite information to start the reserve study
 - b. Mancuso complaint
 - i. Response not yet sent
 - ii. In contact with Jonathan Nelson in regards to case
 - iii. In accordance with Fairfax County Guidelines, MECA Bylaws govern proxies
 - iv. Goal is to clarify proxy instructions and procedures
 - 1. Will become an agenda item for the 2014 Annual Meeting
- 9. New Business
 - a. Use of MECA Email list
 - i. Judy Kordella used the MECA Email list to promote a Red Cross Blood Drive
 - 1. This was viewed as a marketing ploy vice a bona fide community interest activity
- 10. MECA Calendar
 - a. November 4, 2013
 - i. CAI Legislative update at Fairfax County Government Center
 - 1. Jim, Paul. Adam plan to attend
 - b. November 20, 2013
 - i. Monthly Board Meeting
 - c. December 18, 2013
 - i. Monthly Board Meeting
- 11. Action Items
 - a. Reserve Study Requirements
 - b. Mancuso Complaint
- 12. Adjournment
 - a. 8:20 pm

Submitted by:
Michael J Cutler
Recording Secretary