



MONTEREY ESTATES

Community Association

P.O. Box 710162

Oak Hill, VA 20171

www.mecahoa.org

MECA Board Meeting Minutes

Wednesday, September 18, 2013

The monthly MECA Board meeting was called to order at 7:31 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, and Mike Cutler.

1. The meeting was called to order by President Jim Zavrel at 7:32 p.m.
2. The minutes of the August 21, 2013 MECA board meeting were reviewed. Errors in the Treasurer's Report restatement along with a factual correction regarding Jason Lynch as the point of contact for OPC Lawn, and a typographical error were noted. These will be corrected and the revised minutes will be distributed by email for approval.
3. Treasurer's Report – Paul Osborn.
 - a. Monthly Treasurers Report
 - i. Treasurer of Virginia DPOR CIC Renewal \$133.98
 - ii. Electric \$14.57
 - iii. Certified Mail-dues \$21.36
 - iv. Certified Mail-complaint \$12.22
 - v. Reserve Study Deposit \$500.00
 - b. Income
 - i. Dues \$495.00
 - ii. Dues \$165.00
 - c. Dues
 - i. Two delinquent
 1. 1 owner has paid \$135, with a \$30 check to follow when the correct amount was conveyed
 2. 1 serious delinquent that Paul is desperately trying to work with in order to bring them current
 - d. Pending lien on Property at 2607 New Concorde Court
 1. The case will be forwarded to Laurie Dolson for action
 - e. Expenses Reimbursement (for Board Members)
 - i. Paul Osborn-\$7.32 for mailings
 1. Motion to pay made by Adam Shubert
 2. Seconded by Jim Zavrel
4. ACC – Dennis Fisher
 - a. Status of Home Owner Packets
 - i. Currently handled by Bob Powell, but Bob wants to relinquish that duty
 1. Current packets need to be updated
 - ii. A proposal to call for volunteers to handle the Home Owner Packets was raised
 - b. No current violations noted

- c. A proposal to institute casual inspections of the neighborhood homes was raised
 - i. Carried out by volunteers
 - ii. Territories assigned based on the current Neighborhood Watch Schema
- d. A homeowner suggested that a “Fall Cleanup” of Monterey Estates may be a beneficial activity

5. Playground and Common Area

- a. Clearing of Common Areas to facilitate mowing access
 - i. A total of 7 unique areas of concern were documented by Jason Lynch
 - 1. New Austin Court
 - a. Encroaching branches
 - 2. Lyme Bay
 - a. Trees on Common Area
 - ii. OPC proposed a cost of \$500 to remedy the areas of concern along with poison ivy abatement
 - iii. In the matter of tree trimming, it was agreed that co-ordination with the homeowner on whose property the tree sits will need to be done
 - 1. The homeowner will be contacted and given the opportunity to trim the offending tree limb to the trunk, or MECA will trim the offending limb to the property line of the common area
- b. Swing Set Status
 - i. Approval to seek estimates for the replacement of the swings was forwarded to Jason Lynch
- c. Parcel H Survey
 - i. As Jim Thurber has not been responsive to attempts at contacting him, an alternate surveyor will be contacted

6. Community Activities

- a. Newsletter
 - i. Distributed by email and by Postal Mail
- b. Halloween Parade
 - i. Adam to pursue the feasibility of this venture

7. Old Business

- a. Reserve Study
 - i. The contract and the deposit has been mailed
 - ii. An inspection of Monterey Estates will be scheduled
- b. Mancuso complaint
 - i. A determination of the status of the proxy vote in question will be made and a response will be forwarded to the Mancuso lawyer
 - ii. In light of the concerns regarding proxy votes, it was proposed that an amendment to the MECA Bylaws be studied clarifying the method in which proxy votes are handled
 - 1. The change would stipulate that the proxy vote could only be voted by a member of the Association i.e. a homeowner (legal owner) in good standing

8. New Business

a. Budget Committee

- i. The formation of a Budget Committee will be postponed until the completion of the initial phase of the Reserve Study in order to gain a meaningful perspective on the condition of the infrastructure and the associated costs

b. Action Item Recap

i. Jim

1. Laurie re: lien on 2607
2. Powell re: HOA Packets
3. Final response to complaint

ii. Adam

1. Tree issues
2. Halloween Parade
3. Surveyor
4. Storage Unit for proxy votes

iii. Dennis

1. Fall inspection checklist

9. Next meeting to be held October 16, 2013 at the Reston Regional Library

10. A motion to adjourn was made at 8:24 pm, followed by a seconding of the motion.

Submitted by:

Michael J Cutler

Recording Secretary