

# **Crestbrook Homeowners Association**

## **Meeting Minutes, January 14, 2020**

- I. **Call to order** – Mr. Brabrook called the meeting to order at 06:40PM. Three board members were present as well as the property manager Ms. Cornaire.

Mark Brabrook	Robert Garratt	Lew Thorp	
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- II. **Review / Approval of meeting minutes:** No meeting minutes were approved. The October meeting notes were provided to Ms. Cornaire and the annual meeting notes were reviewed and corrections were annotated. Notes from the executive session that followed the annual meeting were also discussed. Formal minutes from October, November, December and January meetings will be reviewed at the February board meeting.

- III. **Homeowner Forum:** None.

- IV. **Old Business:** None

- V. **New Business:**

a. Three goals for 2020 were discussed. One is the purchase of three editable mobile signs for use to advertise HOA activities. The second is to make the Architectural Review application more user friendly and detailed to force the applicant to include all required information. The third goal is to recruit a new board member.

b. The schedule for 2020 was established consisting of the following:

16 March – Spring Newsletter

1 April – Dues

18 April – Spring Inspection

1 May – Late Dues Letters issued

1 June – Late Dues Certified Letter

20 June – Yard Sale

1 July – Late Dues > Attorney for lien processing

17 August – Fall Newsletter

17 Oct – Fall Inspection

20 Dec – Judging and presentation of the coveted HOA yard/property decoration award

- VI. **Management Report:**

a. Two short term actions are in process. One is the 2019 tax data preparation and the second is the 2019 financial audit. There are no anticipated issues or challenges regarding these actions.

b. The certificates of deposit ladder was discussed. Three certificates are enforce with one coming to maturity in March and then two in February of 2021. Current interest earned is

approximately \$4,000. All interest money earned goes into a cash account designated for normal operating expenses. No reinvesting or compounding takes place. Currently short term certificates are yielding more than longer term certificates. The board can expect recommendations from Charles Schwab regarding the renewal of the March certificate.

**VII. The Committee Chairmen Reports:** Three architectural reviews were approved.

<b>Action</b>	<b>Address</b>
Roof and Siding	1325 Forty Oaks
Deck	1302 Yellow Tavern
Fence	1553 Brownsville Drive

**VIII. Adjournment.** Mr. Brabrook adjourned the meeting at 7:05 PM.

Minutes submitted by: Mr. Lew Thorp