

Crestbrook Homeowners Association

Meeting Minutes, August 10, 2021

I. Call to order – Mr. Brabrook called the meeting to order at 07:10PM. Three board members were present as well as the property manager Ms Cornaire. The meeting was held via ZOOM.

Mark Brabrook	Lew Thorp	Chris O'Donnell

II. Review / Approval of meeting minutes: The June 2021 minutes were reviewed. A motion to approve the June minutes came from Mr. O'Donnell and second from Mr. Thorp. This resulted in a unanimous vote in favor.

III. Homeowner Forum: None.

IV. Old Business:

- Currently there are 8 members that have yet to pay their annual HOA dues. Next step is to request the lawyer firm of Segan Mason and Mason to initiate liens on said properties.
- Two letters from the property manager were sent to a property on Powells Tavern due to concerns of neighbors. The Virginia Department of Transportation was also contacted due to a large dumpster placed on the street nearby. It is perceived that a commercial venture is being operated here that violates the Homeowners Association (HOA) covenants. No response or reply from the resident owner to date.

V. New Business:

- The financial audit for 2020 and 2019 is complete. The board has 60 days to review and approve. If no feedback or comments from board members within 30 days it will be taken as “concurrence” with the audit. The President will then sign it, providing an official approval.
- A fall newsletter is planned that will include Annual Meeting details, Neighborhood Watch criteria, Fall inspection focus areas, reminder of school children as pedestrians and associated school bus traffic rules.
- The board plans to continue its use the virtual media for monthly board meetings. A motion was made by Mr. O'Donnell that a policy letter be drafted by the Mason and Mason lawyer firm, stating that the Crestbrook HOA be authorized to hold annual meetings through virtual media. This was seconded by Mr. Thorp and resulted in a unanimous vote in favor. Ms. Cornaire was directed to engage with Segan, Mason and Mason to have them draft this policy resolution.
- Ms. Cornaire recommended a 2022 budget be drafted in preparation of the Annual meeting. She also brought up the challenge we may have regarding voting when executing pure virtual annual meetings. May need to consider mail in voting and secret ballots. Segan, Mason and Mason will provide guidance and direction in the policy resolution that complies with the association's governing documents and Virginia law.

- A resident requested support from the board for “Watch For Children” signs for Shallow Ford. The president will draft and send an e-mail to the Dranesville District Supervisor (Mr. Foust) requesting signs for not only Shallow Ford but for Powells Tavern Place as well.

VI. The Committee Chairmen Reports:

- Seven architectural reviews were approved through e-mail and Mr. O’Donnell will sign to designate board approval.

Address	Action	Approval Date
12455 Plowman Ct	Siding	August 10. 2021
1323 Mason Mill	Porch	August 10. 2021
1349 Rock Chapel Rd	Playset	August 10. 2021
1351 Butter Churn	Roof	August 10. 2021
1305 Forty Oaks	Roof	August 10. 2021
1425 Powells Tavern Place	Roof	August 10. 2021
12544 Browns Ferry Rd	Fence	August 10. 2021

VIII. Adjournment. Mr. Brabrook adjourned the meeting at 7:45 PM.

Minutes submitted by: Mr. Lew Thorp

Action Items:

- Draft Fall Newsletter (Mr. Thorp)
- Virtual Meeting Policy Letter (Mason and Mason)
- E-mail to Mr. Foust (Mr. Brabrook)
- Draft budget for 2022 (Mr. Garrett)