

Crestbrook Homeowners Association

Meeting Minutes, October 12, 2021

- I. **Call to order** – Mr. O’Donnell called the meeting to order at 07:15PM. Four members were present as well as the property manager Ms Cornaire. The meeting was held via ZOOM.

Mark Brabrook	Lew Thorp	Chris O’Donnell	Rob Garratt

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

- II. **Homeowner Forum:** None.

III. **Old Business:**

- The Virtual Meeting Policy letter 2021-1 drafted by Mason and Mason, was briefly discussed and then approved. Mr. O’Donnell moved that the board accept the Virtual Policy Letter 2021-1 as written. This was seconded by Mr. Thorp. The vote was unanimous in favor. Ms Cornaire recommended that the annual meetings be in person with the normal monthly business meetings be continued virtually.

- The annual meeting agenda was approved to include 2020 and 2021 information. The meeting is 9 November, 7 PM at the Hiddenbrook club house. An e-mail will be sent stating the date and time as well as details regarding board elections. Raven Catlin (who filled in the remainder of Maria’s term) & Lew Thorp’s terms were up in 2020. These two board members will need to be elected this year (2021) due to no annual meeting last year (2020). If re-elected, their terms will expire in 2023. Chris’ term is up in 2021, if re-elected his term will expire in 2024. A concern was raised about the 2019 Annual meeting minutes and the fact that only the two members present at that meeting would be eligible to review/approve the minutes. It was discussed about posting the draft 2019 Annual meeting minutes on the Crestbrook Web page.

- The proposed 2022 budget was reviewed and several expense line items were adjusted. The expenses of concern were for landscaping, portable signs, lawyer fees, insurance, Web page, reserve funding, and reserve study expenses. Ms. Cornaire recommended contributing \$1000 this year to the reserve fund and then plan on placing \$1524 into the fund for the year 2022. The budget will be presented at the annual meeting and then officially approved by the board at the December monthly meeting.

The fall newsletter was reviewed and a few edits are required. Annual meeting details need to be included and a sentence recommending more community Social Activities. Also, a statement on the 136 violations (primarily dirty siding) from the Fall inspection will be included.

- IV. **New Business:** None

V. The Committee Chairmen Reports:

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

Address	Action	Approval Date
1335 Shallow Ford	Solar	October 13, 2021
12535 Browns Ferry	Egress	October 13, 2021
1400 Skyhaven	Solar	October 13, 2021
1339 Rock Chapel	Mailbox	October 13, 2021
1415 Powells Tavern	Deck	October 13, 2021
1351 Shallow Ford	Solar	October 13, 2021
1386 Butter Churn	Roof and Siding	October 13, 2021
1310 Cold Harbor	Driveway	October 13, 2021
1550 Brownsville	Fence	October 13, 2021
1338 Shallow Ford	Roof	October 13, 2021

VIII. Adjournment. Mr. Brabrook adjourned the meeting at 8:36 PM.

Minutes submitted by: Mr. Lew Thorp

Action Items:

- E-mail notification of Annual Meeting (Ms. Cornaire)
- Order signs (Mr. Thorp)
- Prepare for the Annual Meeting
 - Book Hidden Brook Clubhouse
 - Snacks for meeting
 - Copies of the 2019 Annual Meeting Minutes