

# **Crestbrook Homeowners Association**

## **Meeting Minutes, February 9, 2021**

**I. Call to order** – Mr. Brabrook called the meeting to order at 07:04PM. Four board members were present as well as the property manager Ms Cornaire. The meeting was held via ZOOM.

Mark Brabrook	Robert Garratt,	Lew Thorp	Chris O'Donnell
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**II. Review / Approval of meeting minutes:** December minutes were reviewed. A motion to approve the December minutes came from Mr. O'Donnell and second from Mr. Garratt. This resulted in a unanimous vote in favor.

**III. Homeowner Forum:** None.

**IV. Old Business:**

- The 2020 financial audit by GOLDKLANG GROUP CPAs, P.C. will start March 2021.

- Mr. Garratt motioned that Crestbrook HOA contribute \$1,500 of 2020 dollars to the reserve fund. This was seconded by Mr. O'Donnell. The driver of this action was based on the fact 2020 finances could have had a consequence of showing \$1,500 of taxable income. This \$1,500 would have been taxed at about 40%. The board felt it prudent to place this money into the reserve fund, therefore reducing taxable income to zero. The motion passed unanimously.

**V. New Business:**

- A spring newsletter was proposed with topics of street history, spring inspection expectations, holiday decoration recognition and a house safety tip.

- The question of legal documentation of common ground was discussed. It was asked of Ms. Cornaire to determine what the lawyers might charge for doing this type of research. It was also discussed of whether or not a land survey should be done to determine where and if common ground exists. This may be of value for liability issues and whether or not the HOA is taking care of the property it legally owns.

- A motion was made by Mr. Garratt to have Mason & Mason Capital Reserve Analysts; Inc. conduct the once every five-year HOA reserve study for a cost of \$1,700. It was seconded by Mr. O'Donnell. The motioned passed unanimously.

- A spring inspection date of 10 April 2021 was set.

**VI. The Committee Chairmen Reports:** Three architectural reviews were approved through e-mail and Mr. O'Donnell will sign to designate board approval.

<b>Address</b>	<b>Action</b>	<b>Approval Date</b>
1333 Mason Mill	Windows	9 February 2021
1332 Mason Mill	Egress Window	9 February 2021
1407 Powells Tavern	Sunroom	9 February 2021

**VIII. Adjournment.** Mr. Brabrook adjourned the meeting at 7:46 PM.

Minutes submitted by: Mr. Lew Thorp

Action Items:

- Mobile Signage (Mr. Brabrook)
- Records Disposition (Ms. Catlin)
- Spring Newsletter (Mr. Thorp)
- Spring Inspection (Mr. Brabrook)