

Crestbrook Homes Association
Annual & Special Meeting Minutes, 8 November 2017

- I. **Call to order** - Mr. Brabrook called the Crestbrook Homes Association annual meeting to order at 7:01 PM in the Hiddenbrook Club House. He welcomed and thanked the members for their attendance. He introduced the board and welcomed all attendees. 8 members were present.

Board Members Present:

Mark Brabrook	Maria Asbill
Lewis Thorp	Rob Garrett

Also Present: Lisa Cornaire, Spectrum Property Management

Homeowners Present:

1348 Rock Chapel Ct
1319 Mason Mill Ct
1319 Shallow Ford Rd
1351 Shallow Ford Rd
1349 Butter Churn Dr
1404 Skyhaven Ct
1307 Boulder Crest Ct
12402 Shallow Ford Ct
1402 Powells Tavern Ct
1313 Cold Harbor Ct
1347 Butter Churn Dr
12529 Browns Ferry Rd
1429 Powells Tavern Place

- II. **Approval of the November 9, 2016 Annual meeting minutes:** A motion by 1348 Rock Chapel and a second by 12402 Shallow Ford Court was presented to approve the minutes of the 2016 annual meeting as read. A brief discussion ensued that ended with a unanimous approval of the November 2016 Annual HOA minutes.

III. **Committee Chairmen Reports:**

- a) Architectural Review – Homeowners were reminded to submit applications for modifications to their homes or lots.
- b) Covenant Enforcement - Two inspections were done in 2017. The overall conditions of homes were good. The three most common violations were dirty siding, visible trash cans, and fences in disrepair.

IV. **2017 Activities:** Mr. Brabrook reported on the following highlights from 2016.

- Replaced two of the six wooden Crestbrook signs. Alternative material used, should last longer than wood and was less expensive.
- Repaired stacked stone wall at Butter Churn (damaged by vehicle). Removed vines, replaced missing or disintegrated stone, and re-pointed both stacked stone walls at Butter Churn.
- Resumed maintenance of the landscaping at corner lots with signs.
- Community-wide inspections were performed in the spring and fall.
- Formal audit of the 2016 books completed, no findings. Easements signed by three of the six corner lots for the maintenance of the community signs and features. One lot

already had an easement in place and was therefore not needed, the final easement in progress.

- Introduced online payment option for 2017 dues.
- Four of the six corner lots have been signed and notarized. Per association legal council, the fifth was found already in place and therefore was not needed.
- Reserve study was identified and for the members and is posted the website for their review.

V. Plans for 2018

- Evaluate the condition of remaining wood signage in the spring.
- Formal audit of 2017 books to be performed.
- Community-wide inspections to be performed.
- New signage with interchangeable letters
- Possible community activities

VI. Board Nominations: A motion was taken from the floor and seconded to nominate Lew Thorp and Maria Asbill to a three year board membership term. A unanimous vote of the membership presented no objections to this nomination. The length of a board member’s term is three years. The following matrix provides the term status for each board member.

2016	2017	2018	2019	2020
Chris O’Donnell (Elected Nov ’15)				
	Mark Brabrook (Elected Nov ’16)			
	Rob Garratt (Elected Nov ’16)			
		Lew Thorp (Elected Nov ’17)		
		Maria Asbill (Elected Nov ’17)		

VII. Financial Status/Budget: Mr. Brabrook summarized the financial health of the Association. See appendix for proposed 2018 budget.

VIII. New Business:

a) Homeowner Open Forum: Owners present were given the opportunity to bring up any topics or questions they wanted to discuss. Discussions centered on whether there was any interest in the community converting to the Fairfax County Trash pick up cycle. There was a consensus among the members that it wasn’t worth the effort to obtain the signatures needed.

IX. Adjournment: The meeting was adjourned at 7:40 PM.

Minutes submitted by: Lewis Thorp, Secretary