

**Crestbrook Homeowners Association**  
**Meeting Minutes, June 8, 2021**

**I. Call to order** – Mr. Brabrook called the meeting to order at 07:05PM. Five board members were present as well as the property manager Ms Cornaire. The meeting was held via ZOOM.

Mark Brabrook	Ravin Catlin	Lew Thorp	Chris O'Donnell
Robert Garratt			

**II. Review / Approval of meeting minutes:** April 2021 minutes were reviewed. A motion to approve the April 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:**

- The South Shallow Ford Corner entrance wall is repaired. It looks good and the repair work was done by Mr. Thorp. Mr Brabrook recommended Mr. Thorp be reimbursed mileage as well as for the materials used for the project. The total expense for this repair came to \$254.31. If damage to another plate occurs an extra plate is being stored at Mr. Thorp's resident.

- Due's collections are still underway. Currently there are 24 members that have yet to pay. Next step is certified letters to those members.

**V. New Business:**

- An anonymous member has perceived that a house on Powell Tavern Place was running a business from this residence. Ms Catlin stated she will investigate.

- A yard sale date was established for 10 July. Ms Cornaire will send out an e-mail and Mr. Brabrook will post this event on NextDoor. The time will be from 0800-1200.

**VI. The Committee Chairmen Reports:**

- Neighborhood Watch is active. Ms Catlin confirmed the current Neighborhood Watch signs posted on Shallow Ford and Powells Tavern are good. A question that has been revealed deals with who and what is a "call in" observance. It was suggested that in the next newsletter include the Fairfax County non-emergency number and a list of examples of what one would call into 911 and what they might call the Neighborhood Watch Chairman with.

- Seven 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>
1376 Butterchurn Drive	Door	June 8, 2021
1349 Butterchurn Drive	Handrail	June 8, 2021
1311 Rock Chapel	Solar	June 8, 2021
1361 Shallow Ford	Windows	June 8, 2021
1323 Rock Chapel	Deck	June 8, 2021
1550 Browns Ferry Drive	Walkway	June 8, 2021
1415 Powells Tavern	Shed	June 8, 2021

**VIII. Adjournment.** Mr. Brabrook adjourned the meeting at 7:35 PM.

Minutes submitted by: Mr. Lew Thorp

Action Items:

- Signs (Mr. Brabrook)
- Records Review (Ms. Catlin)
- Advertise Yard Sale (Mr. Brabrook)
- Draft next newsletter (Mr. Thorp)