

Crestbrook Homeowners Association

Meeting Minutes, October 15, 2019

I. Call to order – Mr. Brabrock called an executive session immediately after annual HOA meeting to order at 07:00PM. Four board members were present as well as the property manager Ms Cornaire.

Mark Brabrock	Chris O'Donnell	Robert Garratt	Lew Thorp
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II. Review / Approval of meeting minutes: Mr. O'Donnell motioned that the August meeting minutes be approved as amended. Mr. Garrett seconded the motion. The motion passed unanimously.

III. Homeowner Forum: None.

IV. Old Business:

a. Lisa is going to follow up w/ Joan regarding Joo Chung (auditor's question) pertaining to the 2018 audit.

V. New Business:

a. The 2020 draft budget was discussed and will be presented at the November Annual Meeting.

b. Lisa will transfer the 2019 reserves contribution into the reserves account. She will also send a summary to the Board of the association's CDs and when they mature. She will also ask Schwab for recommendations on new CD rates.

c. Lisa is going to look into online storage and ways to send emails from the Crestbrook.org domain. She is also going to send out the link to the YahooGroups. Mr. Garratt is also going to look into alternatives to YahooGroups

VI. The Committee Chairmen Reports: Four architectural reviews were approved.

Action	Address
Installation of basement egress window and new door	1332 Shallow Ford Rd
Request to paint brick exterior of house and installation of new shutters	1325 Shallow Ford Rd
New roof, siding, front door and shutters	12454 Plowman Ct

VIII. Adjournment. Mr. Brabrock adjourned the meeting at 8:10 PM.

Minutes submitted by: Mr. Brabrock