

Crestbrook Homeowners Association

Meeting Minutes, February 13, 2018

I. Call to order - Mr. Brabrook called the Crestbrook Homes Association meeting to order at 7:05 PM. There were four board members, and Lisa Cornaire from Spectrum Property Management present.

Mark Brabrook	Chris O'Donnell	Rob Garratt
Lew Thorp		

II. Review / Approval of meeting minutes: Minutes from the November and December 2017 meetings were reviewed. The November minutes will not be submitted for approval until the 13 November 2018 Annual meeting. A motion by Mr. Thorp to approve the December minutes as amended was seconded by Mr. Garratt. The motion passed unanimously.

III. Homeowner Forum: The owner of 1311 Shallow Ford presented two architectural reviews for a siding replacement. The first submission involved a partial siding project that mismatched siding material of aluminum and vinyl. This mismatch proposal was rejected. The owner then submitted a second Architectural Review Form requesting approval for a whole house siding project that was approved.

IV. Old Business: Mr. Brabrook reported that the \$4,308 was taken from the savings (reserves) account on 12 February 2018 for transfer to the Crestbrook HOA checking account. This cash is to replenish the cost of two signs and stone wall repair at the Butterchurn corners in 2017.

V. New Business:

- a) The draft letter for 2018 dues was approved.
- b) Mr. Garratt moved that \$2,308 be pulled from the savings (reserves) and placed into the checking account. This cash will be used to replace the Shallow Ford signs this year.
- c) The Spring newsletter topics were determined and consist of 2018 goals, the Fairfax County - Special Permit process, Airbnb, and home based businesses rules. As well as the key to riding your bike to work and the lessons from a veteran Reston Triathlete.

VI. Management Report: The dues letters will go out the week of 19 February and taxes are being prepared.

VII. Committee Chairmen Reports: Four Architectural Reviews were reviewed:

Address	Project	Status
1311 Shallow Ford	Partial siding	Rejected
1311 Shallow Ford	Full house siding	Approved
1325 Shallow Ford	4' Fence	Approved
1313 Cold Harbor Court	Siding / Screened In Porch	Approved

VIII. Adjournment

Mr. Brabrook motioned the meeting be adjourned at 8:04 PM.
Minutes submitted by: Lew Thorp