

Crestbrook Homeowners Association

Meeting Minutes, July 15, 2020

Meeting held outdoors at the picnic area of the Hiddenbrook HOA clubhouse.

- I. Call to order** – Mr. O’Donnell called the meeting to order at 07:30PM. Five board members were present as well as the property manager Ms. Cornaire. Due to COVID19 no meetings were held in Feb, Mar, Apr, May or Jun of 2020.

Mark Brabrook	Robert Garratt	Lew Thorp	Mr. O’ Donnell
Ravin Catlin			

- II. Review / Approval of meeting minutes:** Three sets of minutes were reviewed, August 2019 the November 2019 executive board meeting and the January 2020 meeting. No meeting was held in December 2019. A motion from Mr. Garratt for approval and a second from Mr. Thorp was presented for all three that resulted in a unanimous vote. The October 2019 meeting minutes were not presented and deferred until the August 2020 meeting. The November 2019 annual meeting minutes were edited but will not be approved until the November 2020 annual meeting.

- III. Homeowner Forum:** None.

IV. Old Business:

- a. The annual Crestbrook Homeowners Association (HOA) financial audit is complete and awaiting board approval. Mr. Brabrook directed that board members review and provide him feedback within the next week. Ms. Cornaire provided a brief summary of the audit and brought to attention some rule changes. She expressed that she felt Crestbrook HOA was in compliance.
- b. Updating the Architectural Review form and the overall Architectural Review process was discussed. Having an electronic fillable Architectural Review form was requested of Ms. Cornaire. Also, the approving process was discussed with the possibility of eliminating elimination of having to have three signatures. The intent is to first get an electronic fillable form and then address what steps could be taken to make the process more streamlined.
- c. The three goals for 2020 were reviewed. Getting a new board member is accomplished and the Architectural Review Form update is in progress. No movement yet on purchasing mobile community news signs.

- V. New Business:** Raven Catlin was nominated and unanimously voted in as the new member at large. She has an accounting background and excited to be part of the board.

- VI. Management Report:** Nothing significant to report.

VII. The Committee Chairmen Reports: Twenty-four architectural reviews that had been approved through e-mail were officially signed.

Address	Action	Approval Date
1306 Cold Harbor Ct	Fence	14-Mar-20
1303 Yellow Tavern	Garage Door	23-Mar-20
1356 Shallow Ford	Deck / Porch	26-Mar-20
1411 Skyhaven	Fence and Shed	26-Mar-20
1339 Forty Oaks	Deck / Porch	5-May-20
1339 Forty Oaks	Driveway and Roof	5-May-20
1363 Butterchurn	Driveway	9-May-20
12395 Rock Ridge	Painting	9-May-20
1327 Rock Chapel	Breezeway addition	13-May-20
1416 Powells Tavern	Roof and Siding	1-Jun-20
1343 Shallow Ford	Driveway and Walkway	3-Jun-20
1314 Shallow Ford	Roof	4-Jun-20
12402 Yellow Tavern	Shutters	10-Jun-20
12543 Browns Ferry Road	Shutters and Paint	10-Jun-20
1332 Rock Chapel Road	Roof	27-Jun-20
1388 Butterchurn	Fence	1-Jul-20
1305 Forty Oaks	Fence	9-Jul-20
1335 Mason Mill	Shutters	10-Jul-20

VIII. Adjournment. Mr. Brabrook adjourned the meeting at 8:35 PM.

Minutes submitted by: Mr. Lew Thorp