

Crestbrook Homeowners Association

Meeting Minutes, August 13, 2019

- I. **Call to order** – Mr. Brabook called the meeting to order at 07:13PM. Four board members were present as well as the property manager Ms Cornaire.

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

- III. **Homeowner Forum:** None.

- IV. **Old Business:**

a. None

- V. **New Business:**

a. Fall newsletter topics were discussed. Mr. Thorp will work up a draft based on the three to five topics discussed.

b. The issue of pursuing Fairfax County trash pickup was addressed. There has been two or three complaints about a private trash company not meeting customer expectations. The board was not in favor of pursuing a Crestbrook community trash pickup. This will be a topic for the fall newsletter in order to socialize options to private trash pickup.

c. The annual financial audit is about complete. It will be sent to the board members for their review and comment.

d. Ms. Cornaire reviewed new laws that affect Homeowner Associations. Here are the highlights.

1. Annual budgets must be sent to members 30 days in advance of implementation of said budget.

2. Must post Reserve Fund details in the annual budget.

3. New regulations on how Reserve Fund studies should be executed.

4. Disclosure packets must disclose more details regarding the Homeowner Association.

- VI. **Management Report:**

a. On a recent drive through the community there was a property that had a lot of home furniture on the curb and driveway. It was understood that the furniture would be removed by 17 August. If action is not taken a violation letter will be sent to the owner.

b. Entrance corner weeding is expected over the next several weeks.

c. A draft budget was recommended for the next meeting.

VII. The Committee Chairmen Reports: Ten architectural reviews were approved.

Action	Address
Basement Egress times two	12452 Plowman Court
Roof and Siding	1307 Boulder Crest
Deck	12544 Browns Ferry Road
Fence	12406 Shallow Ford Court
Deck/Fence	12509 Browns Ferry Road
Solar Panel	12507 Misty Water Drive
Concrete Driveway / Walkway / Fence	1306 Boulder Crest Court
Shed	1327 Rock Chapel Road
Roof	1429 Valley Mill Court
Garage Extension / Siding	1314 Rock Chapel

VIII. Adjournment. Mr. Brabrook adjourned the meeting at 7:58 PM.

Minutes submitted by: Mr. Lew Thorp