

Crestbrook Homeowners Association

Meeting Minutes, May 18, 2016

- I. Call to order** - Mr. O'Donnell called the monthly Crestbrook Homes Association meeting to order at 7:04 PM at the Hiddenbrook Club House. There were four board members, Lisa Cornaire from Spectrum Property Management, and one homeowner present.

Chris O'Donnell	Maria Asbill	Lisa Cornaire
Rob Garatt	Lewis Thorp	Laura Goethel

- II. Review / Approval of meeting minutes**: The minutes for April 2016 were reviewed and approved via a motion from Ms. Asbill and seconded by Mr. Garatt. The motion passed unanimously.

- III. Homeowner Forum**: Homeowner Ms. Laura Goethel attended the meeting to ask what the HOA could do about the boat in the front yard and high grass at a property on Powells Tavern. Ms. Cornaire said that a letter had been sent from the Covenant Enforcement inspection, and explained that the HOA can't assess fines.

IV. Old Business:

- a) Easements for corner lots: Ms. Cornaire has obtained copies of legal plats for five of the six lots (1331, 1336 Butter Churn Drive, 1406, 1405 Powells Tavern Pl, and 1364 Shallow Ford Road) that contain Crestbrook entrance features.

V. New Business:

- a) Ms. Cornaire contacted Mason and Mason and obtained a reserve study update Proposal, which she provided copies of – at the meeting. The price will be \$1,600. A motion to accept the proposal and proceed was proposed by Ms. Asbill and seconded by Mr. Garatt. The motion passed unanimously.
- b) Ms. Cornaire provided the cost and details for General Liability Coverage to the Board. The cost will be \$827 per year. A motion to proceed with ordering the insurance was proposed by Mr. Thorp and seconded by Mr. Garatt. The motion passed unanimously.

VI. Management Report:

- Newsletter distributed.
- Easement agreement forms edited and coordinated with legal counsel.
- Mason and Mason reserve study report will be included in document sale packets

VII. Committee Reports

- a) Zero Architectural Reviews received
- b) Covenant Enforcement: Inspection was done April 30, 2016 and violation letters have been sent.
- c) Information Technology: Mr. Garatt will try to fix the Yahoo time.
- d) Neighborhood Watch: Nothing Significant to Report

- VIII. Closed Session: Collection status**: Sixty-three late payment letters sent with thirty day late notices (and six percent late fee added). Additional email late notice will be sent around 15 June.

IX. Adjournment

The meeting adjourned at 7:50 PM.

Minutes submitted by: Chris O'Donnell, Vice-President