

Crestbrook Homeowners Association

Meeting Minutes, October 19, 2016

- I. Call to order** - Mr. Brabrook began the monthly Crestbrook Homes Association meeting at 7:04 PM at the Hiddenbrook Club House. There were five board members, and Lisa Cornaire from Spectrum Property Management present.

Mark Brabrook	Rob Garratt	Lisa Cornaire
Chris O'Donnell	Lew Thorp	Maria Asbill

- II. Review / Approval of meeting minutes**: The minutes for September 2016 were approved as amended.
- III. Homeowner Forum**: Nothing Significant to Report
- IV. Old Business**:

a) The easement package development is still under way. Mr. Brabrook plans to follow up with counsel regarding the verbiage necessary for gaining ownership of the two stone walls located at the corners of Butterchurn and Dranesville road. Ms. Cornaire contacted a notary that could be present to assist in completing the easement agreements upon delivery.

The reserve study report was reviewed by the board, it was agreed that a phone conference with Mason and Mason would be helpful before finalizing the report.

V. New Business:

a) Mr. Garratt presented a draft 2017 budget. Highlighted changes for 2017 are the additional expenses of corner maintenance, reserve contribution and liability insurance. Preliminary projections show a dues increase of ten dollars per year.

b) The agenda for annual meeting was approved.

VI. Management Report:

- a) Lisa reports that an old lien was discovered during the sale process of a property on Shallow Ford Road. The lien was immediately released in preparation for sale as there were no outstanding dues owed.
- b) Lisa reports on some upcoming changes to the D&O coverage offered by Cincinnati insurance. There is a particular exclusion in the policy which will no longer be in effect. These changes will be in place upon the renewal of the policy and will not be retroactive.
- c) Lisa presented the board with a proposal for landscaping management for the corner lots from Davey Landscaping; she will be reaching out to additional landscapers for more quotes to compare.
- d) Lisa reports that the Paylease online payment option has been set up for the community. She will post the link to the website before the 2017 dues are collected. Instructions in how to pay online will be mailed with the bill for the dues.

VII. Committee Reports

- a) One Architectural Review for siding was approved.
- b) Neighborhood Watch: Nothing Significant to Report

VIII. Closed Session: Not required.

IX. Adjournment

The meeting adjourned at 7:50 PM.

Minutes submitted by: Lewis Thorp, Secretary