

Crestbrook Homeowners Association

Meeting Minutes, 16 March 2016

- I. Call to order** - Mr. Brabrook called the monthly Crestbrook Homes Association meeting to order at 7:10 PM at the Hiddenbrook Club House. There were four board members, and Lisa Cornaire from Spectrum Property Management present.

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| Mark Brabrook | Chris O'Donnell | Lisa Cornaire |
| Lewis Thorp | Rob Garratt | |

- II. Review / Approval of meeting minutes:** The minutes for February 2015 were reviewed and amended. Mr. Garratt motioned the February 2015 minutes be approved as amended. Mr. Thorp seconded the motion and it passed unanimously. The minutes for February 2016 were reviewed and edits required. February 2016 meeting minutes will be reviewed again at the April 2016 meeting.

- III. Homeowner Forum:** Nothing significant to report.

IV. Old Business:

- a) The board discussed taking action to establish easements with five of the six homeowners who have entrance features. The sixth property is vacant and easement establishment will require extra vigilance.
- b) The selection of Goldklang Group to perform future audits was discussed. The contract was reviewed and one edit was required to extract the service of tax preparation. Mr. Garratt motioned that Goldklang Group be hired at \$1,550 per year to perform Crestbrook HOA financial audits for years 2015 and 2016. Mr. Thorp seconded the motion and it passed unanimously.
- c) The spring newsletter was reviewed again and minor edits provided.

V. New Business:

- a) Date of Saturday, April 30th was set for the spring inspections

VI. Management Report:

- a) The dues notice went out and payments have begun to come in.
- b) The easement verbiage was reviewed by the Board and additional text added to clarify entrance features are owned by the HOA will be reviewed by the attorney.
- c) Recommend that at the April meeting the HOA insurance agent attend and provide details a review of the association's coverage.

VII. Committee Reports

- a) Architectural Review: 12400 Rock Ridge was approved for a fence.
- b) Covenant Enforcement: Inspection date set for April 30, 2016.
- c) Information Technology: Nothing Significant to Report.
- d) Neighborhood Watch: Nothing Significant to Report

- VIII. Closed Session:** None conducted.

IX. Adjournment

The meeting adjourned at 7:55 PM.

Minutes submitted by: Lewis Thorp, Secretary