

# **Crestbrook Homeowners Association**

## **Meeting Minutes, December 21, 2016**

- I. **Call to order** - Mr. Brabrook began the monthly Crestbrook Homes Association meeting at 7:08 PM at the Hiddenbrook Club House. There were four board members, and Lisa Cornaire from Spectrum Property Management present.

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

- II. **Review / Approval of meeting minutes:** The minutes for the November annual meeting were reviewed and edited. Final approval will be requested at the November 2017 annual meeting.

- III. **Homeowner Forum:** Nothing Significant to Report

IV. **Old Business:**

a) Contracting landscape maintenance for 2017 was discussed. A quote provided by Franks Landscaping/Franks Lawn Care was provided and found reasonable. The proposal was based on fee for service. A motion was made by Mark Brabrook, seconded by Lew Thorp and unanimously approved to accept the Frank's landscaping proposal. The budget was adjusted to include a line item of \$2,256 for landscape maintenance. An open action item is to schedule and coordinate this service after easements are established for the six corners.

b) A follow up reserve study phone conference was held with Levi from Mason and Mason. The purpose of the call was to clarify the reserve study findings and discuss their recommended high reserve contributions. The key reason for the high contribution figure is based on an annual 2.5% inflation rate and a one for one replacement of the Crestbrook assets (retaining walls and signs). Further board study was recommended to include edits that could reflect a more reasonable annual reserve contribution and the expectation that some of the larger walls would be made smaller when the time came for replacement.

c) The annual budget was adjusted to include landscape maintenance cost and a higher figure for miscellaneous costs. The dues would remain at \$45 with the deficit of \$2,231 being pulled from the general savings account.

V. **New Business**<sup>[L1]</sup><sub>[L2]</sub>:

a) Mr. Garratt mentioned to the board a consideration of using a different host other than Yahoo for Crestbrook records. The concern is based on the security of the Crestbrook data.

b) The Property Management contract was renewed. The fee remained stable for 2017.

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

VII. **Committee Reports**

a) One Architectural Review was discussed regarding an addition to a home on Skyhaven. The Architectural Review was incomplete and submitted well after construction was under way.

- VIII. **Closed Session:** Not required.

IX. **Adjournment**

The meeting adjourned at 7:50 PM.

Minutes submitted by: Lewis Thorp, Secretary