

# **Crestbrook Homeowners Association**

## **Meeting Minutes, February 15, 2017**

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

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

- II. Review / Approval of meeting minutes:** The January minute approval was deferred to the March meeting. Mr. O'Donnell moved that the December meeting minutes be approved as amended. Mr. Garratt seconded the motion. The vote was unanimous in favor.

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

**IV. Old Business:**

- a) The outstanding Architectural review for a home on Skyhaven is open based on an incomplete submission. The review will be approved primarily because the work is mostly completed. A request for a complete submission was requested but had not received it yet. More follow up is required.
- b) The easement coordination project is ongoing. Additional phone calls are required and a date for face to face visits has yet to be established.

**V. New Business:**

- a) The draft 2017 dues letter to homeowners was approved. See attachment. The timeframe for dues collection notices will consist of a 1 April due date, 1 May reminder letters go out with a late fee, 1 June a certified letter is sent as final notice that the account will be turned over to the attorney for collection., If payment is not received by 1 July, the account will be turned over to the attorney who will place a lien on the property, report the debt to the credit bureaus and may take additional collections measures.
- b) Ms. Cornaire provided the results of sign replacement research. Two vendors were studied. Kuper Signs was recommended to perform the installation and replacement of two Crestbrook entrance signs for the Butterchurn entrance. The cost estimates were as follows:

Kuper

Sign Type	Cost Estimate Per Sign	Notes
Wood	\$900	Includes Posts
High Density Urethane	\$825	
Installation	\$200	

IMAGE 360

Sign Type	Cost Estimate Per Sign	Notes
Wood	\$882	
Posts	\$399	
Installation	\$348	
Design Fee	\$120	

**VI. Management Report:** Ms. Cornaire stated that Joan was working on the HOA taxes and that \$1,285.41 was sitting idle in the HOA Wells Fargo checking account and not collecting interest. She recommended that the board move the Wells Fargo money to the Sunset operating expense account and close out the Wells Fargo account. She also asked for a new checks reimbursement of \$67.95. Mr. Garratt moved that Ms Cornaire be reimbursed the \$67.95. This was seconded by Mr. O'Donnell. The motion passed unanimously.

**VII. Committee Reports**

a) Four Architectural Reviews were presented consisting of the following:

<b>Address</b>	<b>Action</b>	<b>Approval Status</b>
1319 Rock Chapel	Room Addition	Conditional based on homeowners stop parking business truck in driveway
1321 Browns Mill	Windows	Approved
12505 Rock Chapel Ct	Red Door	Approved
1351 Rock Chapel Ct	Garage Doors	Approved
1319 Mason Mill	Siding and Front Door	Approved

**VIII. Closed Session:** Mr. Garratt moved the board go into executive session for discussion on placement of liens. This was seconded by Mr. O'Donnell. The vote was unanimous. Decisions were made and then Mr. Garratt moved that board come out of executive session. This was seconded by Mr. O'Donnell. The vote was unanimous.

**IX. Adjournment**

The meeting adjourned at 7:45 PM.

Minutes submitted by: Lewis Thorp, Secretary