

# **Crestbrook Homeowners Association**

## **Meeting Minutes, April 19, 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 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:** Mr. O'Donnell moved that the January and February minutes be approved as amended. This was seconded by Mr. Garratt. All were in favor.

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

**IV. Old Business:**

a) The easement coordination effort is on-going. Coordination with the five corner lot homeowners was not completed in February and is planned for 6 May. The goal is to acquire notarized signatures granting the HOA permission to be on the subject properties to maintain the corner features.

b) A price quote of \$2,000 from Anthony King, a professional Stone and Masonry contractor, was reviewed. Based on Ms. Cornaire's recommendation a motion was made by Mr. Garrett and a second from Mr. O'Donnell to place Mr. King under contract to repair the two stone walls located at either side of the intersection of Butterchurn & Dranesville Rd.

c) The Crestbrook sign replacement task was reviewed. It was decided to replace the two wood signs at Butterchurn with High Density Urethane signs, per the recommendation of the sign company that they will last longer and look better. The reserve study recommends the HOA replace four signs, however the board decided to defer the purchase of two additional signs until next year.

d) The Financial Reserve study will be edited and finalized with one change. The actual cost for the Butterchurn wall repair will be entered as \$2,000 versus the draft estimate of \$4,500.

**V. New Business:**

a) The Spring newsletter was reviewed and edits provided. The Newsletter will be pushed out via e-mail on 20 April 2017.

- VI. Management Report:** Ms. Cornaire provided an update on membership correspondence and reminded the board of the financials posted on the Crestbrook Yahoo home page. She confirmed the rendezvous time of 10:00 for Saturday's covenant violation inspection. She will take the appropriate action to finalize the reserve study.

**VII. Committee Reports**

a) Five Architectural Reviews were approved.

<b>Address</b>	<b>Action</b>	<b>Approval Status</b>
1300 Cold Harbor Court	Fence	Approved
12395 Rock Ridge	Fence	Approved
1333 Mason Mill	Fence	Approved
1320 Mason Mill	Decking and screen replacement	Approved
1331 Butterchurn	Addition to the rear of the house, deck, shed, roof, porch and patio	Approved

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

**IX. Adjournment:**

The meeting adjourned at 8:05 PM.  
Minutes submitted by: Lewis Thorp, Secretary