

Crestbrook Homeowners Association

Meeting Minutes, September 21, 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 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 July 2016 were approved as amended with a motion from Mr. O'Donnell, a second from Mr. Brabrook. Two votes were in favor with one abstention.

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

IV. **Old Business:**

- a) The easement package development is still under way. Mr. Brabrook retrieved the needed plat from 1367 Shallow Ford. The plat was handed to Mr. Garratt for scanning. The scanned plat will be sent to the lawyer in order to complete the six easement agreements. Once this is complete a signing schedule is required for the six corner lot owners. It is planned that a notary will be part of the signature sessions. Ms. Cornaire will determine the availability and fee for a notary.
- b) The Mason and Mason Condition Assessment and Reserve Fund Plan Update 2016 is under review. Each board member is to study the report, consider the recommendations and then provide their assessment on the way forward at the October meeting.
- c) The final version of the yearly audit was sent out by e-mail to the board.

V. **New Business:**

The meeting date for the HOA annual meeting was confirmed as 8 November 2016. The key topics will consist of the Easement establishment, Insurance changes, and the actions planned regarding financial reserves.

Ms. Cornaire suggested the HOA consider the implementation of "Pay Lease" as an online payment option of the annual dues. There are convenience fees associated with this service which would be paid by anyone who chose to make a payment online. The association would not incur any charges for these service being offered to the owners. Payments by check will continue to be accepted for those owners who wish to continue paying that way. This suggestion was well received and Ms. Cornaire was directed to take further steps to establish this process for Crestbrook HOA members.

VI. **Management Report:**

- a) The following residential concerns and actions were brought to the attention of Ms. Cornaire this past month. The text in italics were the actions taken.
 - o Forty Oaks - Suspect multiple family dwelling. This may be a request that has to go through the county. Sent them a letter back in May. At this juncture, it's better to ask the county to investigate. Reported it Fairfax County Code compliance. Complaint number is 132078

- Butter Churn - "Junk Vehicle" in the driveway. A letter was sent to resident.
- Butter Churn - Unsightly material on the porch, booted van in the driveway, messy backyard. Multiple letters were sent to this address regarding all of those topics, as recently as 8/22. The house is in foreclosure.
- Shallow Ford - Camper parked in driveway. It has been there off and on for several months. A letter was sent to resident.

VII. Committee Reports

- a) Four Architectural Reviews were approved. 1300 Shallow Ford for a roof, gutters and siding. 1318 Rock Chapel for a walk out basement modification. 12394 Rock Ridge for a shed. 1401 Bakers Creek for siding, gutters and shutters.
- b) Neighborhood Watch: Nothing Significant to Report
- c) Covenant Enforcement: Ms. Cornaire will execute the fall inspection.

VIII. Closed Session: Mr. Garratt moved with a second by Mr. O'Donnell that the meeting shift into an executive session to discuss late dues payment actions. The board discussed actions to take regarding one delinquent account and came out this executive session with a move from Mr. O'Donnell and a second by Mr. Garratt.

IX. Open Session: A motion was made by Mr. Garratt, seconded by Mr. Brabrook to turn over the final account in arrears to the attorney for lien processing if there is no payment received in response to the certified letter which will be sent by Ms. Cornaire.

X. Adjournment

The meeting adjourned at 7:50 PM.

Minutes submitted by: Lewis Thorp, Secretary