

# **Crestbrook Homeowners Association**

## **Meeting Minutes, 17 February 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 six board members, and Lisa Cornaire from Spectrum Property Management present.

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

- II. Review / Approval of meeting minutes:** The minutes for January 2016 were reviewed and edited. Mr. Garratt motioned that the January 2016 minutes be approved as amended, Mr. O'Donnell seconded the motion, and a vote in favor was unanimous. Minutes from February 2015 were reviewed resulting in recommended changes. Mr. O'Donnell motioned the February 2015 minutes be approved as changed. Mr. Garratt seconded the motion and a vote in favor was unanimous.

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

**IV. Old Business:**

- a) Mr. Thorp motioned that the board endorse the actions and interpretation provided by the association legal counsel regarding the Crestbrook Homeowners Association governing documents, as stated in the board's letter to the 1337 Butter Churn Drive member. Ms. Asbill seconded the motion and a vote in favor was unanimous.
- b) The board discussed taking action to establish easements with the homeowners who have entrance features.
- c) The validity of Adendum II of the Crestbrook bylaws was questioned. Legal counsel recommended that since this was decided upon in 1995 and documentation regarding details of the associated vote is not evident, and that the HOA has been operating under this rule for over 20 years, it is reasonable to believe this Adendum II is valid.

**V. New Business:**

- a) A letter for inclusion with the dues notice was reviewed and edited.
- b) The spring newsletter was reviewed and edits provided. Verbiage was changed to mirror the dues notice letter. The property manager will insert graphics and then distribute the newsletter via e-mail.

**VI. Management Report:**

- a) The 2015 audit proposal was tabled until the March meeting.
- b) The taxes for 2015 are complete. It was discovered that Wells Fargo was withholding taxes on the Crestbrook Homeowners Association accounts in error. The HOA will receive a refund from Wells Fargo for \$28. The tax preparation fee will be \$300 to cover the tax preparation service for 2014 and 2015.

**VII. Committee Reports**

- a) Architectural Review: Nothing Significant to Report.
- b) Covenant Enforcement: Nothing Significant to Report.
- c) Information Technology: Nothing Significant to Report.
- d) Neighborhood Watch: Nothing Significant to Report

**VIII. Closed Session:**

- a) Mr. Asbill motioned that the board go into executive session to discuss legal matters. Mr. O'Donnell seconded the motion and it passed unanimously. After discussion, Mr. O'Donnell motioned that the board come out of executive session. Mr. Garratt seconded the motion and it passed unanimously.

**IX. Adjournment**

The meeting adjourned at 8:45 PM.

Minutes submitted by: Lewis Thorp, Secretary