

Crestbrook Homeowners Association

Meeting Minutes, August 11, 2020

Location: Outside picnic area near the Hiddenbrook Clubhouse.

- I. Call to order** – Mr. Brabrook called the meeting to order at 07:00PM. Five board members were present as well as the property manager Ms Cornaire.

Mark Brabrook	Robert Garratt	Lew Thorp	Mr. O’ Donnell
Raven Catlin			

- II. Review / Approval of meeting minutes:** Minutes were reviewed and approved for October 2019 and July 2020. A motion from Mr. Garratt for approval and a second from Mr. O’Donnell was presented for both and resulted in a unanimous vote in favor.

- III. Homeowner Forum:** None.

IV. Old Business:

- a. Mr. Garratt motioned that the board ratify the 2018 and 2019 audit reports produced by the Goldkang Group. This was seconded by Mr. O’Donnell. All were in favor. Therefore the annual Crestbrook Homeowners Association (HOA) financial audit for 2018 and 2019 was signed by the President, Mr. Brabrook.
- b. Ms. Cornaire provided an updated Architectural Review form that will simplify processing and provide an area for comments or free text. Form processing will now allow members to fill in the form online and submit to Ms. Cornaire. The Architectural Review Committee will then review the submission which will be e-mailed to them directly by Ms. Cornaire. Once the chairman gets three committee member approvals, an e-mail will go to the homeowner providing their approval or disapproval status. At the next Board meeting, the status of each application will be recorded for the official meeting minutes.
- c. The purchase of durable and easily modified mobile community notification sign is in progress.

V. New Business:

- a. Mr. O’Donnell motioned that the annual member meeting be postponed to a date to be determined due to Virginia being in a state of emergency. This was seconded by Mr. Garratt. Options and consequences were discussed as well as the need to provide the proposed budget, year in review, Architectural approval summary and the board’s vision for calendar year 2021. The vote was unanimous in favor.
- b. Due to meeting room restrictions the fall board meetings, starting with October will be via ZOOM.

VI. **The Committee Chairmen Reports:** Three architectural reviews that had been approved through e-mail were officially signed.

Address	Action	Approval Date
1432 Powells Tavern Place	Fence	8/11/2020
1300 Shallow Ford Road	Exterior Paint/Stain and Window	8/11/2020
1388 Butter Churn Drive	Shed / Exterior Paint	8/11/2020

VIII. **Adjournment.** Mr. Brabrook adjourned the meeting at 7:55 PM.

Minutes submitted by: Mr. Lew Thorp

Action Items:

- 2021 Draft Budget (Mr. Garratt)
- Mobile Signage (Mr. Brabrook)
- Records Disposition (Ms. Catlin)