

# **Crestbrook Homeowners Association**

## **Meeting Minutes, October 18, 2017**

- I. Call to order** - Mr. Brabrook called the October Crestbrook monthly meeting to order at 07:15PM in the Hiddenbrook Club House. There were four board members, and Lisa Cornaire from Spectrum Property Management present.

Mark Brabrook	Lew Thorp	Lisa Cornaire
Chris O'Donnell	Maria Asbell	

- II. Review / Approval of meeting minutes:** Mr. O'Donnell moved that September minutes be approved as amended. This was seconded by Ms. Asbill. The vote in favor was unanimous. Ms. Cornaire will post the minutes on the Yahoo site and Crestbrook HOA web page.

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

- IV. Old Business:** Easement follow up continues with the property at 1365 Powells Tavern. A release to allow the HOA lawyer to coordinate directly with the property owners mortgage company was drafted and under coordination. A signature from the homeowner is required and will be pursued by Mr. Brabrook.

**V. New Business:**

- a) The agenda for the 2017 Annual meeting was discussed. A focus on community service was suggested. A few ideas came forth on what might be a goal for 2018. Ideas such as community trash pick-up by Fairfax County, sound barriers along Dranesville road, street lights and an additional yard sale (2 total) for the year.
- b) An e-mail push to all residents was recommended to advertise the annual meeting, 4 November fall inspection, and solicit for board members.
- c) Mr. O'Donnell moved that the board approve proposal of \$1,650/yr to Goldklang Group for the 2017 & 2018 financial audits. This was seconded by Ms. Asbill with a resulting unanimous vote in favor.
- d) Mr. O'Donnell moved that the board place \$3,200 into the reserve account for 2018. This was seconded by Ms. Asbill with a resulting unanimous vote in favor.
- e) The board approved the 2016 financial audit conducted by the Goldklang Group.
- f) The property management contract was discussed. A brief negotiation took place to establish the next contract as a three year (2018, 2019, & 2020) fixed fee at an annual cost of \$8,000. This fee includes a 4% increase from the 2017 contract. A vote is planned for December to accept the proposal and place Spectrum Property Management under contract 1 Jan 2018.
- g) Ms. Cornaire brought up the issue of proxy voting and what options may be available to better canvas the Crestbrook residents vote. Several ideas (post cards directing personnel to the web site, proxy voting online (like stocks), direct contact, newsletter reminders on the voting process) were discussed.

- VI. Management Report:** Ms. Cornaire stated the two new signs for Butterchurn are installed.

**VII. Committee Reports**

a) Two Architectural Reviews were approved.

<b>Address</b>	<b>Action</b>	<b>Approval Status</b>
1332 Rock Chapel	Fence	Approved
12544 Browns Ferry Road	Roof	Approved

**VIII. Closed Session:** Nothing significant to report.

**IX. Adjournment:**

The meeting adjourned at 7:55 PM.  
Minutes submitted by: Lewis Thorp, Secretary

## Action Items

Title	OPR	Remarks
New yard sale / community announcement signs.	Mr. Brabrook	Reusable letters recommended
Follow up with Ms Butler		
CD Rate research	Mr. Garratt	