

Crestbrook Homeowners Association

Meeting Minutes, September 20, 2017

- I. Call to order** - Mr. Brabrook began the monthly Crestbrook Homes Association meeting at 7:15 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 July minutes be approved as amended. This was seconded by Mr. Garratt. All were in favor. Ms Cornaire, will update the July minutes and post them. The August meeting was cancelled.

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

IV. Old Business:

a) Mr Brabrook and Mr. Thorp responded to Joo Chung's request for responses to the following questions: The responses are archived with Goldklang Group of Reston VA.

1. Are you aware of any actual instances of fraud within the Association?
2. Do you have any suspicions that fraud is occurring within the Association?
3. Are there any areas you think are most at risk for fraud to occur?
4. Have any controls or procedures been put in place to minimize the risk mentioned above in #3?
5. Are there any financial related concerns or issues of which you feel we should be aware?
6. Are you aware of any instances where the Association is not in compliance with laws and regulations?

b) The corner easement coordination effort is on-going. Further inquiry with owner of 1405 Powells Tavern is required. The easement for 1364 Shallow Ford also requires closure. Establishing an easement with three of the five corner lot homeowners is complete the fourth, per conversations with council is not needed based on an existing easement. The easement documentation for these easements are scanned and stored.

c) The audit by Goldklang Group is under review by Mr. Brabrook and Mr. Garratt. The review is due 25 September 2017 and is planned for completion by noon on Sunday 24 September 2017. Ms. Cornaire was going to seek clarification on the Goldklang Group recommendation of using the accrual method of accounting.

d) The 2018 budget was discussed and Mr. Garratt will produce a draft for the October meeting. New fund outlays for 2018 may include two new replacement Crestbrook signs and a fee for an Architectural Review software application.

V. New Business:

- a) The renewal of the Property Manager’s contract was discussed. It was suggested that a three-year contract be considered and or an auto-renewal clause be added to the contract.

- b) It was discussed to consider putting a portion of the reserve funds into a CD versus the non-interest bearing account.

VI. Management Report: Ms. Cornaire stated the two new signs for Butterchurn should be installed within the next two weeks. She stated decisions were required about delinquent accounts. She suggested a date be set for the annual meeting. 15 November was suggested.

VII. Committee Reports

- a) Two Architectural Reviews were approved.

Address	Action	Approval Status
1312 Cold Harbor Court	Backyard Pavers	Approved
1354 Shallow Ford	Siding	Approved

VIII. Closed Session: This session discussed delinquent accounts. A property on Shallow Ford is expected to be turned over to the attorney for lien processing.

IX. Adjournment:

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

Action Items

Title	OPR	Remarks
New yard sale / community announcement signs.	Mr. Brabrook	Reusable letters recommended
Determine current sign date or day for annual meeting.	Mr. Brabrook	
Follow up with Ms Butler		
Audit review	Mr. Brabrook / Mr. Garratt	
Draft Budget	Mr. Garratt	
CD Rate research	Mr. Garratt	