

Crestbrook Homeowners Association

Meeting Minutes, September 22, 2020

Location: Outside picnic area near the Hiddenbrook Clubhouse.

- I. Call to order** – Mr. Brabrook called the meeting to order at 07:10PM. Four board members were present as well as the property manager Ms Cornaire. The meeting was held outside near the Hiddenbrook Clubhouse.

Mark Brabrook	Robert Garratt	Lew Thorp	Raven Catlin (via phone)
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- II. Review / Approval of meeting minutes:** Minutes were reviewed and approved as corrected for August 2020. A motion from Mr. Garratt for approval and a second from Mr. Thorp was presented and resulted in a unanimous vote in favor.

- III. Homeowner Forum:** None.

Old Business: The board approved a message to be sent to homeowners. It states the postponement of 2020 annual HOA meeting until a time yet to be determined. It also lets the HOA member know the monthly HOA board meeting will be held with the ZOOM software until further notice. Ms. Cornaire will provide the ZOOM platform and will post access protocol via the Crestbrook HOA website.

- IV. New Business:**

a. The Spectrum Contract was due for renewal. Discussion ensued and two key changes from the proposal was for the contract to be valid for three years and all revenue from disclosure packets go directly to Spectrum versus being split between the management company and the HOA. The board unanimously approved the new contract.

b. The draft 2021 budget was reviewed and adjusted in three areas. One eliminate disclosure packet revenue, two anticipation of no contribution to the reserve fund for 2021 and three edits within the text explanation blocks. The board evaluated the current reserve fund total and determined no contribution is required for 2020. This may hold true for 2021 based on the assessment of the 2021 reserve study.

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

Address	Action	Approval Date
1425 Valley Mill	Front porch	9/22/20
1559 Brownsville Rd	Addition	9/22/20
1325 Forty Oaks Dr	Patio	9/22/20

VIII. Adjournment. Mr. Brabrook adjourned the meeting at 7:52 PM.

Minutes submitted by: Mr. Lew Thorp

Action Items:

- Mobile Signage (Mr. Brabrook)
- Records Disposition (Ms. Catlin)
- ZOOM call protocol for October meeting