

# **Crestbrook Homeowners Association**

## **Meeting Minutes, April 20, 2016**

- I. Call to order** - Mr. Brabrook called the monthly Crestbrook Homes Association meeting to order at 7:05 PM at the Hiddenbrook Club House. There were four board members, Lisa Cornaire from Spectrum Property Management and the HOA insurance agent Mr. Keith Seekford present.

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

- II. Review / Approval of meeting minutes:** The minutes for February and March 2016 were reviewed and approved via a motion from Mr. O'Donnell and seconded by Mr. Thorp. The motion passed unanimously.

- III. Homeowner Forum:** Mr. Keith Seekford from the Moore, Clemens and Company Incorporated provided details on what is and what is not covered by the current HOA insurance policy. The Board had the opportunity to ask questions to better understand the scope of the Associations' insurance coverage. As a result of the discussion, the Board requested a quote for General Liability Coverage for the Association.

**IV. Old Business:**

- a) The community yard sale planned for 18 June 2016 will be advertised through, the web page, CB Forum, and the gmail distribution list.
- b) Entrance corner easement acquisitions require the following actions:
  - 1) Drafting of a Separate legal documents for the HOA to establish ownership of walls at 1331, 1367 Butter Churn Drive.
  - 2) Acquire copies of legal plats for the six lots (1331, 1367 Butter Churn Drive, 1406, 1405 Powells Tavern Pl, and 1364, 1367 Shallow Ford Road) that contain Crestbrook entrance features.
  - 3) Acquire the six lot owner signatures in the presence of a notary
- c) The Board instructed Ms. Cornaire to provide the 2011 Mason and Mason Reserve Study in the disclosure documents in place of the document she had previously been directed to use.
- d) Ms. Cornaire was instructed to contact Mason and Mason for a reserve study update

**V. New Business:**

- a) Ms. Cornaire was directed to contact Mason and Mason and request a reserve study update.
- b) Ms. Cornaire will check on the availability of a notary to be present during the ownership and easement coordination effort.

**VI. Management Report:**

- Newsletter distributed.
- Easement agreement forms edited and coordinated with legal counsel.
- Mason and Mason reserve study report will be included in document sale packets

**VII. Committee Reports**

- a) Five Architectural Reviews approved: 1311 Browns Mill Court (driveway and decking), 1364 Shallow Ford (roof, siding and gutters), 1411 Skyhaven (windows), 1307 Boulder Crest (Garage doors), and 1392 Butter Churn (deck replacement)
- b) Covenant Enforcement: Inspection date is April 30, 2016 with a start time of 2PM.

- c) Information Technology: CB Forum now has 50 members.
- d) Neighborhood Watch: Nothing Significant to Report

**VIII. Closed Session:** None conducted.

**IX. Adjournment**

The meeting adjourned at 8:35 PM.  
Minutes submitted by: Lewis Thorp, Secretary