

**Crestbrook Homeowners Association**  
**Board Meeting Minutes, November 12, 2024, Herndon United**  
**Methodist Church – Immediately after the annual meeting**

**Call to order** – Mr. Brabrook called the meeting to order at 8:07PM.

Board Members Present: Mark Brabrook, Shannon Neal, Charlie Taylor, Rob Tolbert and Lew Thorp

Property Manager: Lisa Cornaire

**I. Review / Approval of meeting minutes:** A motion to approve the September 2024 HOA board minutes came from Ms. Neal and a second from Mr. Taylor. The motion passed unanimously.

**II. Homeowner Forum:** None

**III. Old Business:**

- A motion to approve the 2025 budget came from Ms. Neal and a second came from Mr. Taylor. The motion passed unanimously.

**IV. New Business:**

- Ms. Cornaire will register all board members for the Financial Crimes Enforcement Network requirement.
- A six month “Reserve” Schwab Certificate of Deposit purchase of (4.1%) or better was approved for the amount of \$35,000. Anticipate a renewal review in April/May 2025. An amount of approximately \$10,000 was retained in the Schwab money market and cash account for possible reserve fund expenses.
- Board officer positions were determined as follows: Mr. Brabrook – President, Mr. Tolbert Vice President, Ms. Neal – Treasurer, Mr. Thorp Secretary, Mr. Taylor – Member at large.

**V. The Committee Chairmen Reports:**

- Neighborhood watch: None
- Management: Nothing significant to report.
- Architectural Reviews:

<i><b>Application Date</b></i>	<i><b>Address</b></i>	<i><b>Subject</b></i>	<i><b>Initial email approval</b></i>	<i><b>Board Approval</b></i>
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111423	1333 Mason Mill Court	Solar Panels	120123	031224
011024	1320 Shallow Ford Road	Solar Panel	011124	031224
030824	1358 Shallow Ford Road	Learning Library	022024	031224
022624	1402 Seven Pines Court	Roof	022624	031224
030624	1554 Brownsville Drive	Roof	030624	031224
022024	1310 Cold Harbor Ct	Deck > Patio conversion	031224	031224
022624	1402 Seven Pines Court	Replacement of roof shingles	022624	031224
030624	1554 Brownsville Drive	Replacement of roof shingles	030624	031224
030824	1358 Shallow Ford Road	Erection of Little Library	031224	031224
031324	12406 Rock Ridge Road	Replacement of Windows	031424	051424
031324	1317 Shallow Ford Road	Siding & roof, repaint shutters	031424	051424
031424	12530 Browns Ferry Road	Driveway extension with asphalt	032224	051424
032224	1332 Forty Oaks Drive	Installation of fence	032224	051424
032724	12401 Stone Church Court	Gazebo on Deck	040124	051424
40524	1334 Forty Oaks Drive	Roof Shingles	040924	051424
041024	1405 Skyhaven Court	Screened In Porch	041124	051424
041024	1405 Skyhaven Court	Roof Shingles	041124	051424
041424	1401 Skyhaven Court	Portico		051424
041424	1401 Skyhaven Court	Carport		DENIED
041624	1311 Forty Oaks Drive	Extension of Cement Driveway	041724	051424
050724	1342 Butter Churn Drive	Replacement of Siding		051424
050924	1550 Brownsville Drive	Ornamental iron fence		DENIED
061024	1312 Yellow Tavern	Garage Door	061024	070924
060724	12505 Misty Water Drive	Roof / Siding / Windows	061724	070924
061424	1404 Bakers Creek	Stones and fence	061724	070924
061424	1404 Bakers Creek	Pergola	061724	070924
062424	12529 Browns Ferry	Basement Windows	070124	070924
071124	1320 Shallow Ford Road	Shed	071224	091024
071624	1313 Cold Harbor Ct	Roof and Solar	073124	091024
071924	1350 Rock Chapel	Deck and Screened in porch	072024	091024
072424	1331 Mason Mill Ct	Front Door	072924	091024
080224	1331 Mason Mill Ct	Garage Door	080524	091024
090924	1323 Rock Chapel Road	Wood Planters	090924	091024
091024	1355 Butter Churn Drive	Solar	091024	091024
092324	12545 Browns Ferry Rd	Installation of Solar Panels	092424	111224
092724	1361 Shallow Ford	Installation of Solar Panels	092724	111224
100224	1439 Powells Tavern	Replacement of Front Door	100524	111224
100724	1327 Rock Chapel	Replacement of Deck and Pergola	100824	111224
101124	12541 Browns Ferry Rd	Exterior wrapping of the house	102224	111224
101824	12406 Rock Ridge Rd	Fence and Gazebo	102524	111224

102824	1303 Rock Chapel Rd	Basement Egress Window	110524	111224
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Motion: Mr. Taylor moved to approve seven submissions. This was seconded by Mr. Tolbert. Motion passed unanimously.

**VI. Closed Session:** Mr. Taylor moved to go into a closed session at 8:35PM to review attorney email. Mr. Tolbert seconded, the motion and it passed unanimously. The session closed at 8:50PM.

**VII. Open Session & Adjournment. Meeting was adjourned at 8:55PM.**

Minutes submitted by: Mr. Thorp

Action Items:

- Edit Architectural Guidelines.
- Submit data for the Financial Crimes Enforcement Network reporting requirement
- Determine Schedule for 2025