

Crestbrook Homeowners Association

Draft Board Meeting Minutes, January 14, 2026 Draft

Call to order - Mr. Brabrook called the online meeting to order at 8:04PM.

Attendees:

Board - Mark Brabrook, Rob Tolbert, Shannon Neal, Peter Paul van Dijk and Lew Thorp
Property Manager - Lisa Cornaire

Review / Approval of meeting minutes: Mr. Van Dijk moved to approve the 9 September 2025 minutes as amended with a second from Ms. Neal. The motion was approved unanimously. Ms. Neal moved to approve the 11 November 2025 minutes with a second from Mr. Van Dijk. Both motions were approved unanimously. The draft annual meeting minutes were reviewed in preparation for approval at the annual meeting on 10 November 2026.

I. Homeowner Forum: Nothing to report

II. Old Business:

- The draft Collections Policy Resolution formalizing the existing procedures for addressing delinquent accounts was reviewed. Mr. Tolbert moved it be approved as written. This was seconded by Ms. Neal. This was accepted by unanimous consent. The resolution will be signed by Mr. Brabrook and Mr. Thorp. The document will then be filed and posted on the website.

III. New Business:

- Board member terms of office were confirmed clarifying Mr. Van Dijk's term will complete the term started by Mr. Taylor.
- The current liability insurance policy coverage of \$250,000 was discussed and questioned. A motion by Mr. Van Dijk was to retain this level of coverage and renew the policy. A second was provided by Mr. Tolbert. This passed unanimously.
- Establishing a Fairfax County Community Parking District for the Crestbrook HOA was discussed. The effort to establish this for the HOA is significant. The intent is to provide members more information regarding this topic in the Spring newsletter.
- A Fairfax County Unified Trash initiative is underway, considering the creation of a Unitary Sanitary District. The HOA is to complete a survey and has the opportunity to attend an online meeting on 3 Feb 2026. The board's response is mixed. They see key advantages and disadvantages with this initiative. Getting HOA members to respond or provide a preference will be a challenge. This will be another Spring Newsletter topic.

IV. Committee Reports:

- Mr. Van Dijk moved that the following Architectural Review submissions be approved. This was seconded by Mr. Tolbert. The vote to approve was unanimous.

Application Date	Address	Subject	Initial email approval	Board Approval
103025	1304 Shallow Ford	Deck / Screened-in Porch	103025	011426
111125	12548 Browns Ferry Rd	Sidelights, Kitchen Window, Sliding Glass Door	111125	011426
111325	1366 Butter Churn Dr	Side Yard Fence	111825	011426
112525	1356 Shallow Ford	Four Season Room	120225	011426
120225	1306 Forty Oaks	Deck	120225	011426

V. Management Report:

- The reserve study is complete and now includes a more realistic entrance wall replacement forecast. Ms. Cornaire will send to the board and it will be reviewed in the March meeting.

Ms. Cornaire met with the new auditor and is confident the transition will be smooth. The audit to be completed before taxes are filed, therefore the auditor will file an extension on the taxes and they will be filed by the October deadline.

- The annual dues notice letter is being drafted with a reference to the new collections resolution policy and is scheduled to be mailed out in early February.

VI. Executive Session (to discuss delinquent accounts): Nothing to report.

VII. Open Session: Nothing to report.

VIII. Any Other Business:

Dates were set for 2026 events:

April 4 – Spring inspection

June 6 – Yard sale (rain date June 13)

September 19 – Yard sale (rain date September 26)

3 October – Fall inspection

November 10 – Annual meeting

IX. Adjournment. By unanimous consent the meeting was adjourned at 9:08PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Submit Unitary Sanitary District survey.

- Draft a Crestbrook HOA Resource Guide with corresponding flyer, a web page link to Frequently Asked Questions, as well as the Fairfax County parking regulations.
- Draft Spring Newsletter (Schedule, dues Collection Resolution, Unified Sanitary District...)