

Crestbrook Homeowners Association

Board Meeting Minutes, January 10, 2023

- I. Call to order** – Mr. Brabrook called the ZOOM meeting to order at 07:05PM. Four board members, two homeowners and the property manager Ms Cornaire were present.

Mark Brabrook	Lew Thorp	Raven Catlin	Charlie Taylor
1302 Rock Chapel	1364 Rock Chapel		

Review / Approval of meeting minutes: The September 2022 minutes were approved unanimously as corrected with a motion from Ms. Catlin and a second from Mr. Taylor. The annual meeting minutes were edited to reflect the Architectural reviews for 2022 and condensed the text on discussion topics. The annual meeting minutes will be proposed for approval at the 2023 annual meeting. The November board meeting minute approval was deferred to the 14 March 2023 meeting pending an update to the Architectural Review records.

- II. Homeowner Forum:** Members from 1302 and 1364 Rock Chapel attended this meeting to propose having Fairfax County pick up the weekly trash within the community. They will lead this initiative to acquire this service. A community kickoff informational meeting was set for 7PM on Tuesday 7 February. Ms. Cornaire was asked to send out e-mail invitations to all Crestbrook community members.

III. Old Business:

- Ms. Catlin provided the status of drafting the Architectural Review Guidelines. She intends to provide a draft to the three members (1311 Cold Harbor Ct, 1351 Shallow Ford Road and 1347 Butter Churn) who stated they will assist in composing these guidelines.
- Mr. Thorp stated the actions taken to communicate with the Hastings Hunt HOA regarding fence disrepair that parallels Dranesville Road. He has not had success other than stating the request to the Hasting Hunt manager (Ms. Conroy). Mr. Brabrook stated he will follow up with personnel within the National Realty Partners management team in order to open up dialog between Crestbrook and Hasting Hunt HOAs.
- Lisa noted that the 2022 reserve contribution of \$1,524 was not transferred from operating to reserves however, there was also a \$2,200 reserve expense of which the operating account was not reimbursed from reserves. The board directed Lisa to transfer the difference of this amount (\$700) from the reserve account to the operating account. The board authorized Lisa to make the reserve contribution annually in the amount as budgeted without need for further board approval/direction.

IV. New Business:

- The Drop Box electronic file Folder Structure was presented and clarification was established on the storage of the Architectural Review log.

- Ms. Cornaire presented a proposed memo for the 2023 dues notice letter. The letter was accepted and authorized for release.
- The supporting Website entity of “Go Daddy” for the Crestbrook HOA website is changing its site editing tool. This drives a new fee structure of \$179 per year. Mr. Taylor motioned for the Crestbrook HOA to expend up to \$900 to lock in the website service for five years. This was seconded by Ms. Catlin and approved unanimously.
- Ms. Cornaire was directed to send a certified letter to a property on Skyhaven as a follow up to a violation requirement.

V. The Committee Chairmen Reports:

- Neighborhood watch: Nothing to report.
- Architectural Reviews: Mr. Taylor stated there were four reviews needing board approval. The following applications were approved.

Application Date	Address / Member	Action	Date Approved	Board Approval
15-Nov-22	1315 Forty Oaks Drive	Replace Garage Door	16-Nov-22	10-Jan-23
21-Nov-22	1307 Yellow Tavern Court	Fence back yard	22-Nov-22	10-Jan-23
28-Nov-22	1316 Cold Harbor Court	Replace shed in side yard	30-Nov-22	10-Jan-23
23-Nov-22	12401 Shallow Ford Court	Replace deck in rear of home	5-Dec-22	10-Jan-23

VI. Closed Session: None

VII. Adjournment. Ms. Catlin moved to adjourn the meeting; this was seconded by Mr. Taylor and followed by a unanimous vote. Mr. Brabrook adjourned the meeting at 8:46 PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Coordinate and draft an agenda for 7 Feb informational meeting.
- Determine if the Fairfax County Laney Cook can attend 7 Feb meeting.