

**Crestbrook Homeowners Association**  
**Board Meeting Minutes, November 13, 2023**

I. **Call to order** – Mr. Brabrook called the in person meeting to order at 7:55PM. Five board members and the property manager, Ms. Cornaire were present.

Mark Brabrook	Charlie Taylor	Lew Thorp	Rob Garrett
Shannon Neal			

**Review / Approval of meeting minutes:** A motion from Mr. Taylor and a second from Mr. Garrett. to approve the September 2023 HOA board minutes passed unanimously.

II. **Homeowner Forum:** None

**Old Business:** Mr. Brabrook will talk with Ms. Catlin to inquire on the status of the Architectural Review Guidelines. From that conversation he will determine what actions are required next to get them reviewed and published.

III. **New Business:**

- Mr. Brabrook directed a discussion on board roles and responsibilities. Ms. Neal agreed to accept the position of Vice President while all other board members retained their previous roles.
- Ms. Cornaire plans to invite the HOA insurance agent to participate in the January board meeting. The focus will be an update on the current insurance policy and discuss the possibility of purchasing property insurance.
- Mr. Garrett moved that the proposed 2024 budget be approved. This was seconded by Mr. Taylor and then unanimously approved.
- Ms. Cornaire stated the “reserve” Certificates of Deposit (CD) had matured and the \$45,000 cash was available for reinvestment. The proposal was to place \$35,000 into a high interest short term CD and the remaining \$10,000 into a money market. Ms. Cornaire was directed to purchase a high interest rate CD as soon as possible.

IV. **The Committee Chairmen Reports:**

- Neighborhood watch: None
- Management: Ms. Cornaire stated the total cost of the North Shallow Ford / Dranesville entrance work came to \$10,899.22. Ms. Neal moved that \$10,899.22 be pulled from the reserve account to pay for the rebuilding of the retaining wall, plants and sign replacement. This was seconded by Mr. Taylor and unanimously approved.
- Architectural Reviews: Mr. Taylor stated there were three reviews added and required board approval. The additional three applications in bold were approved.

<b>Application Date</b>	<b>Address</b>	<b>Subject</b>	<b>Initial email approval</b>	<b>Board Approval</b>
111422	1400 Skyhaven Court	Fence Movement	022123	031423
021223	1319 Shallow Ford Road	Replace Fence	022723	031423
030423	12503 Rock Chapel Court	Swimming Pool	031523	031423
032723	1315 Shallow Ford Road	Sunshade	040523	050923
032923	1310 Rock Chapel Road	Rock walkway & Garden	040523	050923
041023	1308 Rock Chapel Road	Roof	041323	050923
041223	13661 Shallow Ford	Fence	041323	050923
042323	1430 Powells Tavern Place	Siding & Deck	042723	050923
050923	1323 Mason Mill Court	Shed	050923	050923
051123	1402 Skyhaven	Solar Panels	061323	071123
062823	1339 Butter Churn	Siding	070223	071123
070123	1302 Yellow Tavern	Pergola	071123	071123
071623	1319 Shallow Ford Road	Removal of Chimney - Bump Out	072123	091223
071723	1402 Skyhaven Court	Deck	072423	091223
071723	1414 Powells Tavern Place	Adding Sunroom in rear of house	072123	091223
072823	1320 Forty Oaks Drive	Replacement of roof shingles	081723	091223
080723	12503 Forty Oaks Court	Replacement of existing deck	081623	091223
102623	<b>1401 Bakers Creek</b>	<b>Roof Replacement with shingles</b>	<b>103023</b>	<b>11132023</b>
101023	<b>1403 Bakers Creek</b>	<b>Porch</b>	<b>101123</b>	<b>11132023</b>
110223	<b>1354 Shallow Ford</b>	<b>Roof Replacement with shingles</b>	<b>110823</b>	<b>11132023</b>

V. **Closed Session:** Nothing to report.

VII. **Adjournment.** Meeting was adjourned at 8:18PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Architectural Guidelines
- Coordinate for Insurance Agent to attend Jan 2024 board meeting
- Establish 2024 schedule of events (meetings, yard sales, newsletter publish dates, posting date for the Architectural Guidelines...)