

# **Crestbrook Homes Association**

## **Annual Meeting Minutes, 9 November 2022**

- I. Call to order** - Mr. Brabrook called the Crestbrook Homes Association annual meeting to order at 7:05 PM in the Herndon United Methodist Church. He welcomed the members and thanked them for their attendance. He stressed members can address questions and seek more information about our HOA via e-mailing [Crestbrook@crestbrook.org](mailto:Crestbrook@crestbrook.org) and viewing the web page at [www.crestbrook.org](http://www.crestbrook.org).

Board Members Present:

Mark Brabrook	Raven Catlin	Charlie Taylor
Lewis Thorp	Robert Garrett	

Ms. Lisa Cornaire, from Spectrum Property Management was present.

Members Present: See attachment one for the member signup sheet.

12402 Shallow Ford Court	1323 Rock Chapel Rd
12404 Shallow Ford Court	1331 Mason Mill Ct
303 Rock Chapel Rd	1332 Rock Chapel Rd
1304 Cold Harbor Ct	1345 Butter Churn Dr
1308 Forty Oaks Ct	1347 Butter Churn Dr
1310 Browns Mill Ct	1351 Shallow Ford Rd
1311 Cold Harbor Ct	1402 Bakers Creek Ct
1312 Rock Chapel Rd	1428 Powells Tavern Pl
1313 Cold Harbor Ct	1441 Powells Tavern Pl
1318 Browns Mill Ct	

- II. Approval of the November 9, 2021 Annual meeting minutes:** There was a motion by 1347 Butter Churn Drive to approve the 2021 Annual meeting minutes. This was seconded by 1323 Rock Chapel Road. The vote was unanimous in favor.

**III. Committee Reports:**

Architectural Review - Mr. Taylor stated 44 requests were submitted over the past 12 months. All 44 were approved that included one submission retroactively. Mr. Brabrook discussed the

leniency the Architectural committee has taken and the consequences of this approach. Ms. Catlin will take the lead on drafting a Crestbrook HOA Architectural guideline with the assistance by 1311 Cold Harbor Court, 1351 Shallow Ford Road and 1347 Butter Churn. The guide will clarify expectations and supplement what is stated in the Crestbrook HOA covenants.

Covenant Enforcement - Mr. Brabrook stated a Spring and Fall covenant inspection was executed. The inspections consisted of a drive by looking for issues not in compliance the HOA covenants/standards. Common violations were trash cans in view from the street and dirty siding. Trash can violations were not recorded over this past year due to the poor performance of trash pickup.

#### **IV. 2022 Activities:**

Landscape maintenance – Action consisted of mowing parcel “C” that is adjacent to the back woods trail entrance near Dranesville road and Hidden Brook. The corner entrances were also pruned and weeded.

Community Property Inspections – A Spring and Fall inspection was conducted that resulted in violation letters with photos of the areas needing attention, being sent to members. The letters requested corrective action be taken typically within 30 days.

Formal Financial Audit – No issues were discovered. The recommendation was to lower the amount of cash retained in the operating budget. This was addressed by running the budget at a deficit for the past three years.

Board Member Meetings – These are held every two months by Zoom. Members are free to join. Members may contact Ms. Cornaire for details.

Home Sales – Eighteen homes were sold this past year.

Newsletters – A spring and fall newsletter was distributed by e-mail. They were also posted on the Crestbrook.org web page.

Entrance Sign Replacement – Two Crestbrook signs were replaced at the Powells Tavern entrance. A composite material was chosen as a less expensive alternative and to lengthen the life span of said signs.

#### **V. 2023 Plans:**

Landscape Maintenance – The mowing will continue on Parcel “C” and a more aggressive pruning back of shrubs and grasses is planned.

Audit – This is an annual requirement and will focus on 2022 financials.

Inspections – No change from previous years with a Spring and Fall inspection planned.

Holiday Decoration Recognition – The property or properties that are deemed outstanding (bringing out the Holiday cheer...) will be posted on sidewalk signs and placed at the entrances for two weeks in January.

Architectural Review Guidelines – Ms. Catlin is the lead for this action and plans to complete this task with assistance from several volunteers from the community.

**VI. Board Nominations:** Mr. Brabrook and Mr. Garratt were willing to remain on the board and serve for another three-year term. No rejections or concerns were raised from the floor. Mr. Brabrook nominated himself and Mr. Garratt as directors for the board. The vote was unanimous in favor of having these two personnel serve as Crestbrook HOA board members. The following matrix provides the term status for each board member.

2021	2022	2023	2024	2025	2026
Raven Catlin (Elected Nov 21) Term (2021-2023)					
		Mark Brabrook (Re-elected Nov 22 for term 2023-2025)			
		Rob Garratt (Re-elected Nov 22 for term 2023-2025)			
Lew Thorp (Re-Elected Nov '21) Term (2021- 2023)					
	Charlie Taylor (Elected Nov 21 for term (2022-2024)				
Member Proxies authorizing Mr. Brabrook to vote in their absence.					
12406 Shallow Ford Ct			1333 Butter Churn Dr		
12502 Rock Chapel Ct			1337 Butter Churn Dr		
12508 Browns Ferry Rd			1357 Shallow Ford Rd		
12514 Browns Ferry Rd			1364 Shallow Ford Rd		
12523 Browns Ferry Rd			1404 Seven Pine Ct		
1306 Forty Oaks Ct			1405 Powells Tavern Pl		
1308 Rock Chapel Rd			1418 Powells Tavern Pl		
1327 Mason Mill Ct			1421 Valley Mill Ct		
1557 Brownsville Dr					

**IX. Financial:** Mr. Brabrook summarized the financial health of the Association and reviewed the proposed budget for 2023. The dues will increase to \$50 for 2023. The increase is due to the fact the budget was operated at a deficit for the past three years to bring down an excess of operating funds. Another \$5 dollar increase is predicted for 2024 to establish a balanced budget. The board will approve the 2023 budget (see attachment two).

**X. New Business:** An Open Forum was convened and several issues were raised regarding covenants enforcement, street signs, sidewalk maintenance and neighborly disputes.

**XI. Adjournment:** Meeting adjourned at 8:10 PM.

Minutes submitted by: Lewis Thorp, Secretary

Attachments:

1 – Member attendance

2 – 2023 Crestbrook HOA budget and supporting notes (REDACTED FOR WEBSITE)

Attachment 1: Attendees

**In Person:**

12402 Shallow Ford Court  
12404 Shallow Ford Court  
1303 Rock Chapel Rd  
1304 Cold Harbor Ct  
1308 Forty Oaks Ct  
1310 Browns Mill Ct  
1311 Cold Harbor Ct  
1312 Rock Chapel Rd  
1313 Cold Harbor Ct  
1318 Browns Mill Ct  
1323 Rock Chapel Rd  
1331 Mason Mill Ct  
1332 Rock Chapel Rd  
1345 Butter Churn Dr  
1347 Butter Churn Dr  
1351 Shallow Ford Rd  
1402 Bakers Creek Ct  
1428 Powells Tavern Pl  
1441 Powells Tavern Pl

**By Proxy:**

12406 Shallow Ford Ct  
12502 Rock Chapel Ct  
12508 Browns Ferry Rd  
12514 Browns Ferry Rd  
12523 Browns Ferry Rd  
1306 Forty Oaks Ct  
1308 Rock Chapel Rd  
1327 Mason Mill Ct  
1333 Butter Churn Dr  
1337 Butter Churn Dr  
1357 Shallow Ford Rd  
1364 Shallow Ford Rd  
1404 Seven Pine Ct  
1405 Powells Tavern Pl  
1418 Powells Tavern Pl  
1421 Valley Mill Ct  
1557 Brownsville Dr