

Crestbrook Homeowners Association
Board Meeting Minutes, March 14, 2023

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

Mark Brabrook	Raven Catlin	Lew Thorp	Rob Garratt
Charlie Taylor			

Review / Approval of meeting minutes: The January 2023 minutes were approved unanimously as corrected with a motion from Mr. Taylor and a second from Mr. Garratt. Corrections were clarifications on the contributions to the reserve account.

- II. **Homeowner Forum:** None.

III. **Old Business:**

- Mr. Brabrook provided an update on the effort to determine if Hasting Hunt HOA is doing regarding the delapidated fences that parallel Dranesville road. Correspondence with Ms. Conroy was initiated however follow-up calls were not returned with any results. It was stated that one section of the fence is fallen completely over. No further action is planned.
- Ms. Catlin provided the status of Crestbrook Architectural Review guideline project. She is working on three formats to be provided to the Architectural Review guideline committee for comment by 21 March 2023. The committee will finish their review and provide an endorsement to the HOA board at the 9 May 2023 meeting.
- Mr. Brabrook stated that little action has taken place regarding the Fairfax County trash pick-up initiative. It was reiterated that this action should not be a Crestbrook HOA lead project. Mr. Brabrook stated that his intent is to only use Crestbrook communications (e-mail distro list) capability to pursue this initiative. Currently Mr Brabrook, members from 1302 and 1364 Rock Chapel are the leads for pursuing this opportunity.
- The board will pursue what legal options are available to assist in upholding HOA covenants. A conference call with the lawyer, Mr. Brabrook and Ms. Cornaire was recommended.

IV. **New Business:**

- The Spring Newsletter topics were approved: House Number Identification, Food Truck, Fairfax County Times, Annual Meeting Results, Spring Cleaning, Inspection and yard sale Dates.
- Dates for the Spring Inspection (15 April) and yard sale (24 June) were set.

- Mr. Thorp removed a rouge Otto Luken from the Powells Tavern Corner landscaping. He plans to split and remove a few of the overgrown grasses as well as thin the Otto Lukens.
- Mr. Thorp suggested the HOA consider supporting a large dumpster for a day to allow residents the opportunity to get rid of their Spring-cleaning trash. This idea was moderately received and requires more research.
- An architectural review for an in-ground pool was discussed. Ms Cornaire also brought up the issue that above ground pools should be addressed in the Architectural Review Guideline document.

V. The Committee Chairmen Reports:

- Neighborhood watch: A sign from Shallow Ford was retrieved from the curb. A new post is required. The sign is in fair shape and could be reused. Mr. Thorp will follow up with the Fairfax County Sign maintenance to determine if a replacement post can be purchased or replaced.
- Management: Ms. Cornaire reported that taxes are done, the annual audit is planned for June and the new Web site is functional and approved by all.
- Architectural Reviews: Mr. Taylor stated there were two reviews needing board approval. The following applications were approved.

Application Date	Address / Member	Action	Date Approved	Board Approval
2 Feb 23	1400 Skyhaven Ct	Fence	15 Mar 23	15 Mar 23
4 Mar 23	12503 Rock Chapel Ct	In ground swimming pool	15 Mar 23	15 Mar 23

VI. Closed Session: A closed session was executed to address an ongoing covenant violation issue.

VII. Adjournment. Mr. Garratt moved to adjourn the meeting; this was seconded by Mr. Taylor and followed by a unanimous vote. Ms. Catlin adjourned the meeting at 8:06 PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Research for Dumpster Day, Neighborhood Watch sign
- Architectural Guidelines committee reviews draft
- Three-way conference between lawyer, Ms. Cornaire and Mr. Brabrook about covenant violation legal options.