

**Crestbrook Homeowners Association**  
**Board Meeting Minutes, March 12, 2024**

- I. **Call to order** – Mr. Brabrook called the ZOOM meeting to order at 7:05PM. Five board members, Ms. Cornaire and member from 1347 ButterChurn were in attendance.

Mark Brabrook	Charlie Taylor	Lew Thorp	Rob Garratt
Shannon Neal			

**Review / Approval of meeting minutes:** A motion to approve the January 2024 HOA board minutes came from Mr. Taylor and a second from Ms. Neal. The motion passed unanimously.

- II. **Homeowner Forum:** None

**Old Business:**

- The draft Architectural Review Guidelines were reviewed and areas of improvement were noted. Comments from 1347 Butter Churn provided a new perspective on the document and will help the guideline committee prepare the next draft. The goal is to have a new version for the May board meeting. Their focus will be to ensure the guidelines do not dictate any conditions not supported by the Bylaws and Restrictive Covenants. It was recommended that some solicitation be done for other HOA members to review and comment on these draft guidelines. After board approval the guidelines will be submitted to the HOA attorney for a legal review. After the attorney review and no further editing is required, the board will establish a Policy Resolution regarding these guidelines.
  
- Mr. Brabrook will contact Jenny Phipps from Supervisor Beirman’s office to discuss the possibility of guardrails for Dranesville Road.
  
- Mr. Brabrook is moving forward in leading the task to establish a new Fairfax County Sanitation District. This district will consist of Crestbrook HOA member properties from the west side of Dranseville road. This project is not endorsed by the Crestbrook HOA however, the HOA is supporting the effort through the use of the HOA e-mail addresses, newsletter and social media sites.

III. **New Business:**

- A draft Spring newsletter was reviewed. Additional paragraphs were suggested to include adding the Facebook media site, addressing why the increase in dues and provide an update on establishing a new Fairfax County Sanitary district. Mr. Brabrook will provide edits and then approve for publication.

IV. **The Committee Chairmen Reports:**

- Neighborhood watch: None

- Management: Ms. Cornaire stated the 2023 taxes are filed with no complications. She recommended the board view the financial records stored in Drop Box. The annual HOA dues receipts are at the 50% level.
- Architectural Reviews:

<b>Application Date</b>	<b>Address</b>	<b>Subject</b>	<b>Initial email approval</b>	<b>Board Approval</b>
111423	1333 Mason Mill Court	Solar Panels	120123	031224
011024	1320 Shallow Ford Road	Solar Panel	011124	031224
030824	1358 Shallow Ford Road	Learning Library	022024	031224
022624	1402 Seven Pines Court	Roof	022624	031224
030624	1554 Brownsville Drive	Roof	030624	031224
022024	1310 Cold Harbor Ct	Deck > Patio conversion	031224	031224

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

VII. **Adjournment.** Meeting was adjourned at 7:40PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Architectural Guidelines, version two
- Publish News Letter
- 0830, 30 March inspection (Mr. Brabrook, Ms. Corniare, Ms. Neal)