

Crestbrook Homeowners Association

Draft Board Meeting Minutes, May 13, 2025 Draft

Call to order - Mr. Brabrook called the ZOOM meeting to order at 7:04PM.

Attendees:

Board Members – Mark Brabrook, Shannon Neal, Charlie Taylor, Rob Tolbert and Lew Thorp

Homeowner – Christine Romanski

Property Manager - Lisa Cornaire

- I. Review / Approval of meeting minutes:** A motion to approve the 11 March 2025 HOA board meeting minutes came from Ms. Neal and a second from Mr. Taylor. The motion passed by unanimous consent.

Homeowner Forum: Ms. Romanski shared her concerns regarding several properties that are not abiding by the Crestbrook HOA covenants. The Board is taking the action within its power to address the items with the homeowners. Other venues for garnering action/improvements, such as reporting to Fairfax County, were discussed. Mr. Thorp also mentioned that “neighbor labor” does work where one volunteers their time/labor to trim trees, clean up trash, wash siding with the permission of the neighbor but it is not an action that many fellow owners are willing to take but does work.

II. Old Business:

- Mr. Taylor reviewed the Architectural review process and thanked the committee for their prompt responses to approval requests. He confirmed with the board the steps he takes for every request. They consist of reviewing for covenant compliance and checking Fairfax County (FFC) rules. He has even gone by the properties in question to see the current state of the property and attempt to visualize the impact of the request. He includes in every approval response to the homeowner the text of “Ensure all actions are in compliance with the FFC rules.” Mr. Brabrook thanked Mr. Taylor for his dedication and expertise as Architectural Control Committee Chairman.

III. New Business:

- Mr. Tolbert executed research on the FFC zoning label of R1 for our community. R1 is defined as: "R-1" zoning district is a type of residential zoning that allows for low-density, single-family detached residential development. This zoning type is primarily designed for single-family homes, but it may also permit certain accessory uses and special uses subject to approval.” His focus was to determine if one could lean on FFC to disallow “overcrowding” of a single-family home. Different inspectors interpret the R1 zoning definition differently and the bottom line is that FFC can’t deny a property owner the ability to rent out every room of their property to multiple personnel. Yes, the intent of the R1 zone is violated but the property owner is in control and it would take a significant/blatant violation for FFC to take any action.

Ms. Neal shared with board members information from the FFC Parking Restrictions and Related Issues page regarding the proper point of contact for parking concerns. Residents may use the FFC non-emergency number 703-691-2131 to report parking violations such as parking too close to stop signs, intersections and driveways, and Fairfax County DOT (703) 877-5600 for concerns such as boats and RVs.

IV. The Committee Chairmen Reports:

- Neighborhood watch: None
- Management Report: The 19 April Spring inspection revealed 102 violations and all were sent letters. It was discovered that an owner's mitigation strategy for a broken-down vehicle in the driveway was to cover it with a tarp. An unpaid dues payment reminder letter was sent and generated a good response. The certified letters for unpaid dues payment go out 1 June.
- Architectural Reviews: The latest nine submissions were approved unanimously.

<i>Application Date</i>	<i>Address</i>	<i>Subject</i>	<i>Initial email approval</i>	<i>Board Approval</i>
012725	12548 Browns Ferry Rd	Repainting Front Door	012725	031225
022125	12510 Rock Chapel Ct	Replacement of Front Door	022125	031225
022425	1339 Butter Churn Dr	Replacement of Roof	022825	031225
030525	1404 Bakers Creek Ct	Construction of Shed	030825	031225
031125	1553 Brownsville	Full Circle Fence in Rear Yard	031125	031225
031325	1306 Boulder Crest Ct	Roof	031325	051325
030925	1322 Shallow Ford Rd	Vinyl and Flat Board Fence	032225	051325
032125	1356 Shallow Ford Rd	Fence	032225	051325
032425	1329 Rock Chapel Rd	Shed	032425	051325
032625	12506 Browns Ferry Rd	Front Door	042425	051325
041525	1329 Rock Chapel Rd	Storage Shed	042425	051325
042825	1342 Rock Chapel Rd	Siding	042825	051325
050625	1318 Browns Mill Ct	Deck and Screened In Porch	050625	051325
050825	1333 Forty Oaks Dr	Storage Shed	050825	051325

- V. Executive Session (to discuss delinquent accounts):** Motion was made at 7:53PM by Mr. Taylor to open an executive session and a second was made from Ms. Neal. The motion passed with unanimous consent. Motion was made by Mr. Taylor to close session at 8:04PM with a second from Ms. Neal. The motion passed with unanimous consent.
- VI. Open Session:** The board took no action regarding the accounts in arrears. An agenda item is planned for the annual meeting to determine the policy trigger points to take further legal action against members in arrears aside from placing liens on the properties.

VII. Adjournment. By unanimous consent the meeting was adjourned at 8:11PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Coordinate Neighbor Labor Plans
- Fall newsletter topic development (When to use the FFC non-emergency number, Cost/consequence for not maintaining property, winter maintenance tips, ...)
- Advertise the 7 June Spring Yard Sale