

Crestbrook Homeowners Association

Board Meeting Minutes, March 10, 2026

Call to order - Mr. Brabrook called the online meeting to order at 7:10PM.

Attendees:

Board - Mark Brabrook, Rob Tolbert, Shannon Neal, Peter Paul van Dijk and Lew Thorp
Property Manager - Lisa Cornaire

I. Review / Approval of meeting minutes: Mr. Van Dijk moved to approve the 14 January 2026 minutes as amended with a second from Mr. Tolbert. The motion was approved unanimously.

II. Homeowner Forum: Nothing to report

III. Old Business:

- Mr. Thorp commented on the lack of sidewalks being shoveled during the winter snow; suggested sending an email out to the community reminding them about this civic expectation for the good of the whole neighborhood
- The Spring newsletter topics were discussed and a draft will be produced for publishing the week of 23 March.
- The advertising resource guide is posted to the Crestbrook website

IV. New Business:

V. The updated Reserve study was reviewed. Ms. Neal moved that the Reserve study be approved as amended by delaying the sign replacements at Butter churn drive until 2030. Mr. Thorp seconded. Motion passed unanimously. Mr. Thorp also volunteered to repaint them in order to extend the life of the signs.

VI. Committee Reports:

- Mr. Van Dijk moved that three additional Architectural Review submissions be approved with a second from Mr. Tolbert. The vote to approve was unanimous.

<i>Application Date</i>	<i>Address</i>	<i>Subject</i>	<i>Initial email approval</i>	<i>Board Approval</i>
103025	1304 Shallow Ford	Deck / Screened-in Porch	103025	011426
111125	12548 Browns Ferry Rd	Sidelights, Kitchen Window, Sliding Glass Door	111125	011426
111325	1366 Butter Churn Dr	Side Yard Fence	111825	011426
112525	1356 Shallow Ford	Four Season Room	120225	011426
120225	1306 Forty Oaks	Deck	120225	011426
012326	1322 Shallow Ford Rd	Siding replacement; removal of shutters	012826	031026
012926	1339 Forty Oaks Dr	Window and front door replacement	013126	031026
022626	1558 Brownsville Dr	Roof	030426	031026

VII. Management Report:

- Annual dues payments are being received and processed.
- The Crestbrook Nextdoor code has been lost. However, it is not needed if personnel scroll to down the Nextdoor home page and hit “Join”.

VIII. Executive Session (to discuss delinquent accounts): Nothing to report.

IX. Open Session: Nothing to report.

X. Other Business: Nothing to report.

IX. Adjournment. By unanimous consent the meeting was adjourned at 7:35PM.

Minutes submitted by: Mr. Brabrook / Mr. Thorp