

Crestbrook Homeowners Association

Board Meeting Minutes, May 9, 2023

- I. **Call to order** – Mr. Brabrook called the ZOOM meeting to order at 07:08PM. Four board members and the property manager, Ms. Cornaire were present.

Mark Brabrook	Charlie Taylor	Lew Thorp	Rob Garratt
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Review / Approval of meeting minutes: The March 2023 minutes were corrected and approved unanimously via a motion from Mr. Taylor and a second from Mr. Garratt.

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

III. **Old Business:**

- Mr. Brabrook provided an update on the effort to determine if Hastings Hunt HOA is taking any action regarding the delapidated fences that parallel Dranesville road. Correspondence with *Ms. Conroy* was initiated via e-mail and Mr. Brabrook got a response from her. He plans to reply. He also noted that some fencing has been replaced/repaired.
- Mr. Thorp provided an update on the cost of renting a dumpster. It would run close to \$500 for dumpster delivery and pick up. Mr. Brabrook stated the board should retain this idea and present it at the annual meeting. [10 yard dumpster, \$385, \$100 delivery charge, tires \$15-39, 20yd dumpster \$450, \$100 delivery]
- The Architectural Review Guideline document is delayed. Mr. Thorp will contact Ms. Catlin and determine what assistance is needed.

IV. **New Business:**

- The board will pursue legal assistance regarding a covenant violation.

V. **The Committee Chairmen Reports:**

- Neighborhood watch: No expenditure is authorized to reposition a fallen Neighbor Watch sign. It is believed that the signs have no value. However, it was not directed to remove the remaining signs positioned within the Crestbrook HOA.
- Management Report: Ms. Cornaire stated she has sent out 40 dues reminder letters.
- Architectural Reviews: Mr. Taylor stated there were six reviews added and required board approval. The applications for 2023 are listed below.

Application Date		Address	Subject	Initial email approval	Board Approval
11-14-22		1400 Skyhaven Court	Fence Movement	02-21-23	031423
02-12-23		1319 Shallow Ford Road	Replace Fence	02-27-23	031423
03-04-23		12503 Rock Chapel Court	Swimming Pool	03-15-23	031423
03-27-23		1315 Shallow Ford Road	Sunshade	04-05-23	050923
03-29-23		1310 Rock Chapel Road	Rock walkway & Garden	04-05-23	050923
04-10-23		1308 Rock Chapel Road	Roof	04-13-23	050923
04-12-23		13661 Shallow Ford	Fence	04-13-23	050923
04-23-23		1430 Powells Tavern Place	Siding & Deck	04-27-23	050923
05-09-23		1323 Mason Mill Court	Shed	05-09-23	050923

VI. Closed Session: A hearing was conducted to address an ongoing covenant violation issue.

VII. Open Session: The Board voted on the topic of the hearing. Motion made by Mr. Brabrook to require that two fences which were installed in a front yard be removed, seconded by Mr. Taylor. Mr. Thorp voted against. The Association's attorney will draft the hearing results letter.

VII. Adjournment. Meeting was adjourned at 9:00PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Architectural Guidelines
- Dues follow up
- Covenant Violation follow up