

Crestbrook Homeowners Association

Board Meeting Minutes, May 14, 2024

- I. **Call to order** – Mr. Brabrook called the ZOOM meeting to order at 7:10PM. Five board members and Ms. Cornaire were in attendance.

Mark Brabrook	Charlie Taylor	Lew Thorp	Rob Garratt
Shannon Neal			

Review / Approval of meeting minutes: A motion to approve the March 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 requires additional edits to address clarification on the restriction of iron or similar (plastic) appearing fences. Mr. Brabrook will review the guidelines the weekend of 18-19 May. Upon his approval the guidelines will be forwarded to the attorney for a legal review.

- III. **New Business:**

- Mr. Garrett, a long-time member and board member is departing the area. As the Bylaws permit non-members to serve on the board, he will retain his board membership until the annual board meeting. His service to this community has been appreciated.

- IV. **The Committee Chairmen Reports:**

- Neighborhood watch: None
- **Management:** Ms. Cornaire provided insight on the 2021 Corporate Transparency Act and how it may affect the HOA. This law created a new reporting requirement for businesses (HOA is considered a business) to declare their beneficial ownership information. A Beneficial Ownership Information Report (BOI) is now required by businesses to be on file with the Financial Crimes Enforcement Network (FinCEN), a bureau of the United States Department of Treasury. Supposedly it will store information on beneficial owners in a secure private database as part of the U.S. government's efforts to make it harder for bad actors to hide or benefit from their ill-gotten gains through shell companies or other opaque ownership structures. As of now it is anticipated that HOAs are subject to this law and will have to abide by submitting detailed personal information on every board member. It was recommended that the HOA wait until the fourth quarter of 2024 to determine if reporting requirements change and that HOA's may become exempt from this requirement.

- Architectural Reviews:

Application Date	Address	Subject	Initial email approval	Board Approval
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
022624	1402 Seven Pines Court	Replacement of roof shingles	022624	031224
030624	1554 Brownsville Drive	Replacement of roof shingles	030624	031224
030824	1358 Shallow Ford Road	Erection of Little Library	031224	031224
031324	12406 Rock Ridge Road	Replacement of Windows	031424	051424
031324	1317 Shallow Ford Road	Replace siding & roof, repaint shutters	031424	051424
031424	12530 Browns Ferry Road	Extend side of driveway with asphalt	032224	051424
032224	1332 Forty Oaks Drive	Installation of fence	032224	051424
032724	12401 Stone Church Court	Gazebo on Deck	040124	051424
40524	1334 Forty Oaks Drive	Roof Shingles	040924	051424
041024	1405 Skyhaven Court	Screened In Porch	041124	051424
041024	1405 Skyhaven Court	Roof Shingles	041124	051424
041424	1401 Skyhaven Court	Portico		051424
041424	1401 Skyhaven Court	Carport		DENIED
041624	1311 Forty Oaks Drive	Extension of Cement Driveway	041724	051424
050724	1342 Butter Churn Drive	Replacement of Siding		051424
050924	1550 Brownsville Drive	Ornamental iron fence		DENIED

Summary of motions:

Mr. Taylor moved to approve 1405 Skyhaven submission and it was seconded by Ms. Neal. Unanimously passed.

Ms Neal moved to approve 1401 Skyhaven submission for a Portico and it was seconded by Mr. Taylor. Unanimously passed.

Ms Neal moved to deny approval of a1401 Skyhaven submission for a Car Port and it was seconded by Mr. Taylor. Unanimously passed.

Mr. Taylor moved to approve 1550 Brownsville Drive submission and it was seconded by Mr. Thorp.
Unanimously passed.

Mr. Taylor moved to approve 1342 Butter Churn Drive submission and it was seconded by Ms. Neal. Unanimously passed.

V. **Closed Session:** Mr. Brabrook convened a closed session to address member financial delinquencies.

VII. **Adjournment.** Meeting was adjourned at 8:30PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Architectural Guidelines edited and then reviewed by Mr. Brabrook.
- Forward guidelines to the attorney.
- Third notice of nonpayment mailed on 1 June.
- Recruit a new board member.