

Crestbrook Homeowners Association

Board Meeting Minutes, September 10, 2024

Call to order – Ms Neal called the ZOOM meeting to order at 7:09PM.

Attendees were as follows.

Board Members: Mark Brabrook, Shannon Neal, Charlie Taylor and Lew Thorp

Property Manager: Lisa Cornaire

Members: Chris O'Donnell, Rob Tolbert

- I. Review / Approval of meeting minutes:** A motion to approve the July 2024 HOA board minutes came from Mr. Thorp and a second from Mr. Taylor. The motion passed unanimously.
- II. Homeowner Forum:** None
- III. Old Business:**
 - The Fall Newsletter was reviewed and edits provided.
- IV. New Business:**
 - Mr. Rob Tolbert attended the meeting with possible interest in joining the ACC. After discussion, he plans to run for the vacant board member position in November vacated by Mr. Rob Garrett.
 - The Architectural Review process was discussed on behalf of Mr. Tolbert. It was discussed that currently the board acts as the ACC. If we were to get another volunteer, we could have a separate committee solely for architectural reviews. This would be preferred and Mr. Taylor would be the board liaison to the ACC. This approach will be addressed at the November annual meeting.
 - Mr. Chris O'Donnell was given the floor to address his concerns of the legality of the recently published Architectural Guidelines. He stressed that he believed the guidelines were amendments to the covenants and not guidelines. He expressed concern that the "board" would use this "guideline document" to go overboard on enforcement and establish a negative or over restrictive environment for the community. The board intends to have another legal review of the guidelines and scrutinize a few areas of text.
 - The draft 2025 budget was discussed and revealed another due increase to \$75 is required. This is based primarily on the increased cost of the property management fee and landscaping.
 - Ms. Cornaire requested guidance on what actions the board wanted to take regarding the 31 October maturity of the Reserve certificate of deposit. The intent is for her to plan on a renewal but first to review current interest rates of Money Markets and possible high-interest rate savings accounts with the board.
 - The annual meeting agenda was reviewed with no changes as proposed by Ms. Cornaire.

V. The Committee Chairmen Reports:

- Neighborhood watch: None
- Management: Ms. Cornaire stated that the financial audit will begin at the end of October. Also, she recommended the board file their personal data with the Financial Crimes Enforcement Network after the annual meeting. This action is required for all board members to provide their date of birth, a photo ID and address.
- 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
061024	1312 Yellow Tavern	Garage Door	061024	070924
060724	12505 Misty Water Drive	Roof / Siding / Windows	061724	070924
061424	1404 Bakers Creek	Stones and fence	061724	070924
061424	1404 Bakers Creek	Pergola	061724	070924

062424	12529 Browns Ferry	Basement Windows	070124	070924
071124	1320 Shallow Ford Road	Shed	071224	091024
071624	1313 Cold Harbor Ct	Roof and Solar	073124	091024
071924	1350 Rock Chapel	Deck and Screened in porch	072024	091024
072424	1331 Mason Mill Ct	Front Door	072924	091024
080224	1331 Mason Mill Ct	Garage Door	080524	091024
090924	1323 Rock Chapel Road	Wood Planters	090924	091024
091024	1355 Butter Churn Drive	Solar	091024	091024

Motion:

Mr. Taylor moved to approve seven submissions. This was seconded by Mr. Thorp. Motion was unanimously passed.

VI. Closed Session: Ms. Neal established this session at 8:27PM to discuss accounts in arrears. The session closed at 8:34PM.

VII. Adjournment. Meeting was adjourned at 8:43PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Readdress legality of the Architectural Guidelines.
- Refine budget chart for 2025
- Establish process for getting all board members personal data for the Financial Crimes Enforcement Network reporting requirement