

## ***Crestbrook Homeowners Association Board Meeting Minutes, July 9, 2024***

- I. Call to order** – Mr. Brabrook called the ZOOM meeting to order at 7:04PM. Four board members and Ms. Cornaire were in attendance.

Mark Brabrook	Charlie Taylor	Lew Thorp	Shannon Neal
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- II. Review / Approval of meeting minutes:** A motion to approve the May 2024 HOA board minutes came from Mr. Taylor and a second from Ms. Neal. The motion passed unanimously.
- III. Homeowner Forum:** None
- IV. Old Business:**

- The draft Architectural Review Guidelines were reviewed by Mr. Brabrook and then forwarded to the lawyer. The lawyer's comments consisted of a few clarifications and references that give the board the authority to uphold the guidelines. Ms. Neal moved that the Architectural Review Guidelines be approved as amended. This was seconded by Mr. Taylor. The motion passed unanimously. Ms. Cornaire will edit said documents by accepting all changes. She will then post the guidelines with a date of July 9, 2024. She will also send a post card notice and an e-mail to all members about these guidelines. A clean copy will also be sent to Mr. Segan, the HOA lawyer.
- Mr. Brabrook stated it is a good practice to establish a policy resolution to document the authority of the board to use the new Architectural Guidelines. A formal decision to establish a resolution is deferred until the board gets guidance from the lawyer. This may not be necessary.

**V. New Business:**

- A discussion ensued about whether or not to take deeper legal action against members who have not paid their dues. The cost of taking these members to court would be approximately \$530 per case. At this point in time the cost would not be absorbed by what the HOA might recover. Therefore, this step will not be pursued this year.
- Mr. Taylor moved to place a lien on three members for failure to pay their annual membership dues. This was seconded by Ms. Neal and the motion passed unanimously.

**VI. The Committee Chairmen Reports:**

- Neighborhood watch: None
- Management: Lisa reports she took the annual class on the new laws going into effect July 1<sup>st</sup>. This year there are not a lot of impactful changes affecting Crestbrook.
- Architectural Reviews:

<b>Application Date</b>	<b>Address</b>	<b>Subject</b>	<b>Initial email approval</b>	<b>Board Approval</b>
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

Summary of motions:

Mr. Taylor moved to approve 1312 Yellow Tavern, 12505 Misty Water Drive, 1404 Bakers Creek, and 12529 Browns Ferry submissions. This was seconded by Ms. Neal. Motion was unanimously passed.

**VII. Closed Session:** Mr. Brabrook established this session at 7:28PM to discuss accounts in arrears.. The session closed at 7:30PM.

**VII. Adjournment.** Meeting was adjourned at 7:42PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Publish Architectural Guidelines.
- Recruit a new board member.
- Draft Fall Newsletter
- Consider budget for 2025