

Crestbrook Homeowners Association

Meeting Minutes, July 12, 2022

- I. **Call to order** – Mr. Brabrook called the meeting to order at 07:08PM. Five members were present as well as the property manager Ms Cornaire.

Mark Brabrook	Lew Thorp	Raven Catlin	Rob Garratt
Charlie Taylor			

Review / Approval of April meeting minutes: The May 2022 minutes were reviewed and amended. A motion to approve the May minutes as amended came from Mr. Garratt and second from Mr. Taylor. This resulted in a unanimous vote in favor.

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

III. **Old Business:**

- Outstanding HOA Fees. Thirty certified letters were sent with the consequence of the next step being a collection agency. This resulted in about 70% of the delinquent accounts responding with a payment.
- Certificates of Deposit (CDs). Mr. Thorp moved that \$38,000 cash reserve money be placed into a 6-9 months short term CD no later than 1 August 2022. This was seconded by Mr. Taylor and the motion passed unanimously.
- Architectural Guidelines. A discussion evolved about how to best educate HOA members on common property owner topics. Drafting such a guideline could enhance the members understanding of upholding standards for such issues as listed here.

Sheds	Mailboxes	Roofs
Driveways	Landscaping	Clutter
Fences	Storage of recreational vehicles	Windows
Siding	Yards	Shutters

New Business:

- Operations Funds. Ms. Catlin brought to the boards attention that we should consider limiting the operating funds (operating cash) to just an amount three times the costliest month of the year. The rest of the cash could be placed in a CD or a Money Market account. This money would have to be marked as Operating Funds and not get mixed in with Reserve funds.
- Covenant Violations: HOA members have e-mailed the property manager about a boat in a driveway, disorderly front yards, and houses in disrepair. Ms. Cornaire reminded the board of its obligation to address all complaints and covenant violations. Follow up letters for covenant violations over and beyond what was found in the inspections are planned to be sent.

IV. The Committee Chairmen Reports:

- Architectural Review Summary for the year: Mr. Taylor reviewed and coordinated approvals for the following.

<i>Application Date</i>	<i>Last name</i>	<i>Address</i>	<i>Subject</i>	<i>Initial email approval</i>	<i>Board Approval</i>
2-Feb-22	Fowler	1310 Cold Harbor Court	Front Door	16-Feb-22	12-Apr-22
7-Feb-22	Alkayed	1395 Butter Churn Drive	Fence	16-Feb-22	12-Apr-22
11-Mar-22	Rhyne	12534 Browns Ferry Road	Siding	17-Mar-22	12-Apr-22
1-Apr-22	O'Donnell	12537 Browns Ferry Road	Roof	9-Apr-22	12-Apr-22
11-Apr-22	Otero	1302 Shallow Ford Road	Fence	12-Apr-22	12-Apr-22
11-Apr-22	Hidalgo	1311 Forty Oaks Drive	Fence	12-Apr-22	12-Apr-22
15-Apr-22	Ray	1334 Rock Chapel Road	Roof	19-Apr-22	10-May-22
15-Apr-22	Yeshnik	1381 Butter Churn Drive	Solar Panels	19-Apr-22	10-May-22
18-Apr-22	Gatanas	1340 Rock Chapel Road	Raised Garden	20-Apr-22	10-May-22
22-Apr-22	Santiago	1402 Skyhaven Court	Deck	22-Apr-22	10-May-22
27-Apr-22	Souw	1347 Shallow Ford Road	Replacement Deck	28-Apr-22	10-May-22
28-Apr-22	Pezza	1342 Butterchurn Drive	Roof Shingles	2-May-22	10-May-22
4-May-22	Schell/Ihrke	1302 Yellow Tavern Court	Roof Replacement	4-May-22	10-May-22
12-May-22	Finan	1429 Powells Tavern Place	Fence & AC Cover	15-May-22	12-Jul-22
11-May-22	Santiago	1402 Skyhaven Court	Garage Windows, Side door, Siding	24-May-22	12-Jul-22
16-May-22	Hidalgo	1311 Forty Oaks Drive	Extension of Driveway, Asphalt	17-May-22	12-Jul-22
17-May-22	Rogers	12539 Browns Ferry Road	Change color of front door	19-May-22	12-Jul-22
19-May-22	Schell/Ihrke	1302 Yellow Tavern Court	Solar Panel Installation	24-May-22	12-Jul-22
19-May-22	Rock	1339 Rock Chapel Road	Roof Shingle Replacement	25-May-22	12-Jul-22
19-May-22	Rock	1339 Rock Chapel Road	Solar Panel Installation	25-May-22	12-Jul-22
19-May-22	Burkett	1425 Valley Mill Court	Deck Resurface & Extension	25-May-22	12-Jul-22

23-May-22	Shuler	1404 Bakers Creek Court	Windows, Door, Siding	26-May-22	12-Jul-22
31-May-22	Waddell	1307 Shallow Ford Road	Roof Replacement	6-Jun-22	12-Jul-22
31-May-22	McQuay	1403 Seven Pines Court	Roof, Siding, Shutters, Frt/Garage Door	6-Jun-22	12-Jul-22
6-Jun-22	Ryder	1554 Brownsville Drive	Replace Fencing	6-Jun-22	12-Jul-22
7-Jun-22	Shaw	1333 Butterchurn Drive	Paint Exterior, Repave D/W, Add Deck	10-Jun-22	12-Jul-22
13-Jun-22	McCracken/McCusker	1304 Cold Harbor Court	Roof, Shutters, Gutters, Porch Lights	20-Jun-22	12-Jul-22
22-Jun-22	Borden	1316 Shallow Ford Road	Roof, Siding, Stone Trim, Doors	27-Jun-22	12-Jul-22
22-Jun-22	Shepherd	1344 Shallow Ford Road	Replacement Deck	27-Jun-22	12-Jul-22

VIII. Adjournment. Ms. Catin moved to adjourn the meeting; this was seconded by Mr. Thorp followed by a unanimous vote. Mr. Brabrook adjourned the meeting at 7:56 PM.

Minutes submitted by: Mr. Thorp