

Crestbrook Homeowners Association

Draft Board Meeting Minutes, January 14, 2025 Draft

Call to order - Mr. Brabrook called the ZOOM meeting to order at 7:07PM.

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

Homeowners Present: Chris O'Donnell

Property Manager Present: Lisa Cornaire

Attorney Present: Bob Segan

- I. Review / Approval of meeting minutes:** A motion to approve the 12 November 2024 HOA board minutes came from Mr. Taylor and a second from Ms. Neal. The motion passed unanimously. The board reviewed the minutes from the Annual board meeting and no edits were required.
- II. Executive Session:** Motion to go into executive session at 7:15pm was made by Mark Brabrook and seconded by Shannon Neal, unanimously approved in order to confer with the association's attorney, Bob Segan.
- III. Open Session:** The board went back into open session at 7:30pm
- IV. Homeowner Forum:** A member from 1301 Boulder Crest attended and had his Architectural Guidelines concerns addressed directly by Mr. Segan, the HOA lawyer. The session was cordial and the member accepted the explanations provided. In summary Mr. Segan revealed where the board gets its authority (Section 9, page 10 of the covenants) and the fact the board must act in a reasonable fashion regarding all decisions made. In the case of the Architectural Guidelines Mr. Segan stated the board has acted in a reasonable manner and needs the guidelines/standards to base future decisions about community structural changes.
- V. Old Business:**
 - The July 2024 Architectural Guidelines require a few edits and will be addressed by the Architectural Control Committee. The edits will focus on parallel fencing, members paying all legal fees, hot tubs and boats.
 - The 2023 audit was discussed. The financial audit revealed a sound foundation and a recommendation to consider placing additional money into reserves. A motion for approval from Mr. Taylor and second from Ms. Neal was voted on and passed unanimously.
- VI. New Business:**
 - The schedule for 2025 was established: Spring Inspection – 26 April, Summer Yard Sale – 7 June, Fall Inspection – 27 Sep, Fall Yard Sale – 4 October, Annual Meeting-11 November.
- VII. The Committee Chairmen Reports:**

- Neighborhood watch: None
- Management: The 2025 dues assessment cover letter was reviewed and approved. A six-month certificate of deposit was established with an interest rate of 4.35%. The 2024 tax preparation is underway.
- Architectural Reviews: Ms. Neal moved to approve the following submissions. This was seconded by Mr. Tolbert and passed unanimously.

<i>Application Date</i>	<i>Address</i>	<i>Subject</i>	<i>Initial email approval</i>	<i>Board Approval</i>
	1472 Powells Tavern	Windows?		011425
	1345 Rock Chapel	Walkway		011425
	1304 Cold Harbor Court	Siding		011425

VIII. Executive Session: Mr. Taylor moved to go into an executive session at 7:15PM to discuss Architectural Guideline issues with Mr. Segan. Mr. Thorp seconded and it passed unanimously. Mr. Taylor moved to come out of the executive session at 7:25PM and Mr. Thorp provided a second. This passed unanimously.

VII. Adjournment. Mr. Tolbert motioned the meeting be adjourned with a second from Mr. Taylor. This passed unanimously and adjournment followed at 8:05PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Edit Architectural Guidelines.
- Draft Spring Newsletter