

Crestbrook Homeowners Association
Board Meeting Minutes, September 12, 2023

- I. **Call to order** – Mr. Brabrook called the ZOOM meeting to order at 07:15PM. Four board members and the property manager, Ms. Cornaire were present.

Mark Brabrook	Charlie Taylor	Lew Thorp	Raven Catlin
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Review / Approval of meeting minutes: A motion from Mr. Taylor and a second from Ms. Catlin, to approve the July 2023 HOA board minutes passed unanimously.

II. **Homeowner Forum:**

The Powells Tavern rental property issues have not improved. Ms. Cornaire has had correspondence with the owners and eviction actions are underway. Ms. Cornaire will once again contact the owners to urge them to have the trash collected. Ms. Catlin suggested a neighborly courtesy visit be initiated in an attempt to assist the renters with general upkeep.

III. **Old Business:**

- Ms. Catlin stated she is 90% complete with the Crestbrook Architectural Review Guidelines document. The document will be ready for review by Thursday 14 September. She will provide this draft to residents who volunteered to assist in the drafting of this document.
- A date for the fall yard sale was established as 14 October 2023.

IV. **New Business:**

- Ms. Catlin moved that the 2022 audit be approved. This was seconded by Mr. Taylor. The motion passed unanimously.
- Ms. Catlin moved that the proposed audit contract for 2023 and 2024 be approved. This was seconded by Mr. Taylor. The motion passed unanimously.
- Ms. Catlin moved that the Spectrum Management contract be renewed with a base fee of \$12,000 per year. This was seconded by Mr. Taylor and approved unanimously.
- The HOA 2024 draft budget was reviewed. An increase in the annual assessment is required to execute a balanced budget. The increase is driven by higher fees on almost every line item. The maximum annual assessment limit based on the Consumer Price Index of 3.2% was calculated $(75.18 * 0.032) = \$2.41$, up 3.2% based on the CPI as of July 2023. This would bring the maximum annual assessment limit up to \$77.59 $(75.18 + 2.41)$. The board unanimously agreed to set the annual assessment at \$72.
- Certificate of Deposit matured recently and will need to be reinvested. To be discussed at November regular board meeting.
- Shallow Ford and Dranesville retaining wall rebuild. Ms. Cornaire provided the board with three quotes. The rebuild fees ranged from \$9,500 to \$12,700. Mr. Taylor moved that a contract be established with HEMAX who quoted a fee of \$9,500. This was seconded by Ms. Catlin and the motion passed unanimously. Mr. Taylor also moved that a contract be established with Kuper Signs to replace the Crestbrook sign at a cost of \$1,322.10. This was seconded by Ms. Catlin and approved unanimously.
- Proxy and annual meeting notice was reviewed. Ms. Cornaire will send it out in the mail shortly.

- Annual Meeting Agenda was reviewed and approved. Mr. Brabrook will include a discussion item of purchasing “Property Insurance” versus self-insuring the corner retaining walls.

V. The Committee Chairmen Reports:

- Neighborhood watch: Ms. Catlin stated that on the “Nextdoor” social media site there were comments about many local cars had been broken into. She will provide a short paragraph regarding this communication tool in the Fall newsletter.
- Architectural Reviews: Mr. Taylor stated there were five reviews added and required board approval. The additional five applications in bold were approved.

Application Date	Address	Subject	Initial email approval	Board Approval
111422	1400 Skyhaven Court	Fence Movement	022123	031423
021223	1319 Shallow Ford Road	Replace Fence	022723	031423
030423	12503 Rock Chapel Court	Swimming Pool	031523	031423
032723	1315 Shallow Ford Road	Sunshade	040523	050923
032923	1310 Rock Chapel Road	Rock walkway & Garden	040523	050923
041023	1308 Rock Chapel Road	Roof	041323	050923
041223	13661 Shallow Ford	Fence	041323	050923
042323	1430 Powells Tavern Place	Siding & Deck	042723	050923
050923	1323 Mason Mill Court	Shed	050923	050923
051123	1402 Skyhaven	Solar Panels	061323	071123
062823	1339 Butter Churn	Siding	070223	071123
070123	1302 Yellow Tavern	Pergola	071123	071123
071623	1319 Shallow Ford Road	Removal of Chimney - Bump Out		091223
071723	1402 Skyhaven Court	Deck		091223
071723	1414 Powells Tavern Place	Adding Sunroom in rear of house		091223
072823	1320 Forty Oaks Drive	Replacement of roof shingles		091223
080723	12503 Forty Oaks Court	Replacement of existing deck		091223

VI. Closed Session: Nothing to report.

VII. Adjournment. Meeting was adjourned at 8:45PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Architectural Guidelines
- Prepare for the Annual Meeting
- Coordinate for Insurance Agent to attend Jan 2024 board meeting
- Publish Fall Newsletter
- Signs configured and set out for the 14 Oct Yard Sale