

Crestbrook Homeowners Association

Draft Board Meeting Minutes, July 8, 2025 Draft

Call to order - Mr. Brabrook called the ZOOM meeting to order at 7:05PM.

Attendees:

Board Members – Mark Brabrook, Shannon Neal, Charlie Taylor, Rob Tolbert and Lew Thorp
Property Manager - Lisa Cornaire

- I. **Review / Approval of meeting minutes:** A motion to approve the 13 May 2025 HOA board meeting minutes came from Mr Taylor and a second from Mr. Tolbert. The motion passed by unanimous consent.
- II. **Homeowner Forum:** Nothing to report
- III. **Old Business:** None
- IV. **New Business:**
 - Ms. Cornaire requested guidance on the disposition of cash from a Certificate of Deposit (CD) that matured in May. It was recommended that the cash be placed in our current Money Market account. This account accrues about a 4% interest rate, very close to what one can receive from a CD. A motion was made by Mr. Taylor to move \$39,264.14 from the cash account to the Money Market account. This was seconded by Mr. Tolbert and passed unanimously.
- V. **The Committee Chairmen Reports:**
 - Neighborhood watch: None
 - Management: Ms. Cornaire stated the midyear review of the Crestbrook HOA finances/budget is on track.
 - Architectural Reviews: The latest five submissions were approved unanimously.

<i>Application Date</i>	<i>Address</i>	<i>Subject</i>	<i>Initial email approval</i>	<i>Board Approval</i>
012725	12548 Browns Ferry Rd	Repainting Front Door	012725	031225
022125	12510 Rock Chapel Ct	Replacement of Front Door	022125	031225
022425	1339 Butter Churn Dr	Replacement of Roof	022825	031225
030525	1404 Bakers Creek Ct	Construction of Shed	030825	031225
031125	1553 Brownsville	Full Circle Fence in Rear Yard	031125	031225

031325	1306 Boulder Crest Ct	Roof	031325	051325
030925	1322 Shallow Ford Rd	Vinyl and Flat Board Fence	032225	051325
032125	1356 Shallow Ford Rd	Fence	032225	051325
032425	1329 Rock Chapel Rd	Shed	032425	051325
032625	12506 Browns Ferry Rd	Front Door	042425	051325
041525	1329 Rock Chapel Rd	Storage Shed	042425	051325
042825	1342 Rock Chapel Rd	Siding	042825	051325
050625	1318 Browns Mill Ct	Deck and Screened In Porch	050625	051325
050825	1333 Forty Oaks Dr	Storage Shed	050825	051325
061925	1388 Butter Churn Dr	Replace Retaining Wall and Walkway	062025	070825
062425	1309 Yellow Tavern Ct	Front Home Stocco and Siding	062725	070825
062425	12451 Plowman Court	Egress Windows and Basement Access	062725	070825
062425	12548 Browns Ferry Rd	Chimney and Additional Windows	062725	070825
062925	1347 Butter Churn Dr	Replace Roofing Shingles	070725	070825

VI. Executive Session (to discuss delinquent accounts): Motion was made at 7:20PM by Mr. Taylor to open an executive session and a second was made from Mr. Tolbert. The motion passed with unanimous consent. Motion was made by Mr. Taylor to close session at 7:30PM with a second from Ms. Neal. The motion passed with unanimous consent.

VII. Open Session: The board approved placing the delinquent accounts into the Lawyers hand. It is estimated this will cost from \$100 to \$300 per account to process.

VII. Adjournment. By unanimous consent the meeting was adjourned at 7:52PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Continue coordination of Neighbor Labor.
- Fall newsletter topic development (When to use the FFC non-emergency number, Cost/consequence for not maintaining property, winter maintenance tips, endorse decorations, annual meeting, overcrowding resources, fall inspection, Fall yard sale...)
- Advertise the 20 Sep Fall Yard Sale.
- Execute Fall Inspection on 27 Sep.