

Crestbrook Homeowners Association

Board Meeting Minutes, November 11, 2025

Call to order - Mr. Brabrook called the in person meeting to order at 8:05PM.

Attendees:

Board Members – Mark Brabrook, Shannon Neal, Peter Paul van Dijk and Lew Thorp
Property Manager - Lisa Cornaire

I. **Review / Approval of meeting minutes:** Approval of the 9 September 2025 HOA board meeting minutes was deferred to the 13 January 2026 meeting.

II. **Homeowner Forum:** Nothing to report

III. **Old Business:**

- The 2026 budget was revised to reflect a \$500 cash contribution as the expected interest income is higher than the 2021 reserve study predicted. Ms. Neal moved that the revised 2026 budget be approved. This was seconded by Mr. van Dijk with a follow-on unanimous vote.
- A Collections Policy Resolution for the HOA will be addressed at the 13 January 2026 meeting.

IV. **New Business:**

- Ms. Neal motioned to retain the current board member duty/titles. President: Mr. Brabook, Vice President Mr. Tolbert, Treasurer Ms. Neal, Secretary Mr. Thorp and Member at large (Architectural Reviews) Mr. van Dijk. This was seconded by Mr. Dijk and the vote was unanimous.

V. **Committee Reports:**

- Architectural Reviews: Approvals for six applications was deferred to the 13 January 2025 meeting.

<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
072325	1320 Shallow Ford Rd	Composite Fence	073025	090925
073025	1314 Forty Oaks Dr	Fence and Patio	080325	090925
082525	1361 Shallow Ford Rd	Storage Shed	082625	090925
082625	1316 Cold Harbor Ct	Roof	082725	090925
082725	1405 Skyhaven Ct	Fence	090925	090925
091125	1357 Butter Churn	Solar Panels	091625	
100725	1337 Forty Oaks	Deck	100925	
100725	1402 Seven Pines	Fence	100925	
101025	1422 Powells Tavern	Shed	101525	
102125	1311 Forty Oaks	Front Door	102425	
102125	1365 Shallow Ford	Solar Panels	102425	

VI. Executive Session (to discuss delinquent accounts): Nothing to report.

VII. Open Session: Nothing to report.

VII. Adjournment. By unanimous consent the meeting was adjourned at 8:26PM.

Minutes submitted by: Mr. Thorp

Action Items:

- Review and edit the Annual HOA meeting minutes.
- Approve board meeting minutes from 9 Sep and 11 Nov 2025.
- Draft outline for Collections Policy Resolution.
- Determine dates (Board meetings, Annual meeting, inspections, yard sales...) for 2026