

**Greenbrook Town House Association**  
Board of Directors Meeting Minutes  
Clubhouse  
January 8, 2020

**Board members present:** Blanche Smith, Eric Epps, Bob Noll, Tom Herrod, Barbara Carpenter and John Farmer

**Board members absent and excused:** Carl Davison

**CPMG Staff:** Debra Vickrey, AMS, PCAM - Association Manager

Quorum of Board of Directors established. Meeting called top order at 6:00 p.m. Minutes were taken and transcribed by Debra Vickrey.

**Homeowner Forum:** 1 attendee

- No comments

**Meeting Minutes:** November 13, 2019

- **Motion** to approve the minutes was made by Eric Epps, seconded by John Farmer and passed unanimously.

**Hearings:** None

**Committee Reports:**

**Building and Grounds:** None

**Welcome/Social Committee:** None

**Architectural:** None

**Finance:**

- **Motion** to accept the November and preliminary December 2019 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Bob Noll and passed unanimously.
- **Motion** to accept the RBC recommendation to invest in a 6-month CD and a 9-month CD each for \$25,000 was made by Eric Epps, seconded by Barbara Carpenter and passed unanimously.

**Association Managers' Report:** Debra Vickrey

- Debra gave a summary of daily operations.

**Discussion Items:** None

**Contracts/Proposals:** None

**Correspondences:** None

**Architectural Requests:** None

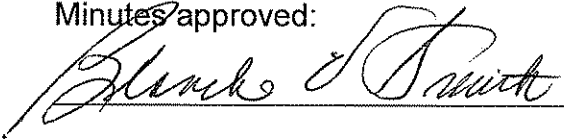
**Adjournment:** 6:19 p.m.

**Next Meeting:** March 11, 2020

**Board actions between meetings:**

- The Board approved the 2020-2021 Assured Partners insurance renewal in the amount of \$116,740 on a vote of 6 to 1 with Tom Herrod abstaining.
- The Board accepted the Architectural Committee's approval for the following architectural requests:
  - 917 S Evanston Cir – Radon installation
  - 944 S Fairplay St – Window and door replacement
- The Board approved the Dynamic Roofing proposal in the amount of \$35,664 as an addendum to the roof replacement contract to add building 852-860 S Granby Cir. On a vote of 6 to 1 with Tom Herrod abstaining.

Minutes approved:



3-11-20

Blanche Smith, President

Date