

Greenbrook Town House Association
Board of Directors Meeting Minutes
Clubhouse
January 10, 2018

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

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

Quorum of Board of Directors established. Minutes were taken and transcribed by Debra Vickrey.

Homeowner Forum: 3 attendees

Meeting Minutes: November 8, 2017

- **Motion** to approve the minutes was made by Barbara Carpenter, seconded by Tom Herrod and passed unanimously.

Hearings:

- **Motion** to assess the fines for the following violations was made by Bob Noll, seconded by John Farmer and passed unanimously;
 - 983 S Evanston Cir – 2nd violation pet not on leash

Committee Reports:

Building and Grounds: None

Welcome/Social Committee: None

Finance:

- **Motion** to accept the November and December 2017 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Blanche Smith and passed unanimously.
- **Motion** to ratify the Board's approval to have RBC make the following investments was made by John Farmer, seconded by Barbara Carpenter and passed unanimously:
 - \$50,000 – 3 month CD
 - \$50,000 – 6 month CD
 - \$50,000 – 9 month CD
 - \$75,000 – Mortgage bonds

Architectural Requests:

- **Motion** to ratify the Board's approval of the following architectural requests was made by Blanche Smith, seconded by John Farmer and passed unanimously;
 - 873 S Granby Cir – window replacement
 - 919 S Granby Way – garage door replacement

Association Managers' Report: Debra Vickrey

- Debra gave a summary of daily operations.

Discussion Items:

- The Board discussed how to manage the surface parking throughout the community. The matter was delayed to the March meeting to allow for the Board to review maps and the spaces available.

Contracts/Proposals:

- **Motion** to approve the Griffin Group proposal in the amount of \$2,200.00 for the 2017 audit and taxes was made by Barbara Carpenter, seconded by Carl Davison and passed unanimously.
- **Motion** to approve the SPCS proposal in the amount of \$1,995.00 for repairs to the wooden boxes for ice melt was made by Barbara Carpenter, seconded by Carl Davison and passed unanimously.
- **Motion** to ratify the Board's approval of the Roof & Gutter Guys proposal in the amount of \$7,014.00 for gutter cleaning was made by Bob Noll, seconded by Barbara Carpenter and passed unanimously.

Correspondences:

- **Motion** to deny the request form 983 S Evanston Cir to waive the fine for the damaged garage door because the owner was aware of the damage prior to purchasing the unit was made by Blanche Smith, seconded by tom Herrod and passed unanimously.

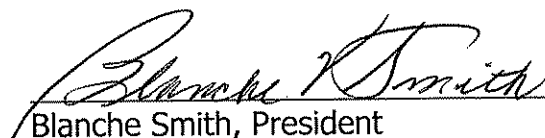
Adjournment: 7:10 p.m.

Record of Board actions approved between meetings:

- The Board unanimously approved the 2018 Assured Partners insurance renewal in the amount of \$89,233.00 on January 29, 2018.
- The Board approved on a vote of 6 to 1 the WDR Construction proposal in the amount of \$809.17 for mailbox repairs on February 22, 2018.

Next Meeting: March 14, 2018

Minutes approved:


Blanche Smith, President

3-14-18
Date