

**Greenbrook Town House Association**  
Board of Directors Meeting Minutes  
January 11, 2023  
Via Zoom

**Board members present:** Barbara Carpenter, Jim Schmidt, Helen Pianalto, and Bob Noll

**Board member absent and excused:** Katrina Parks, Tom Herrod and Debbie Osborne

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

Quorum of Board of Directors established. Bob Noll called the meeting to order at 6:00 p.m. Minutes were taken and transcribed by Debra Vickrey.

**Homeowner Forum:** 1 attendee

- No comments

**Election of Officers:**

- Postponed to the March 2023 meeting for full Board participation. Current officers remain in place.

**Meeting Minutes:** September 14, 2022

- **Motion** to approve the minutes was made by Jim Schmidt, seconded by Helen Pianalto.

**Finance:**

- **Motion** to accept the September - November 2022 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Jim Schmidt and passed unanimously.
- No action taken on the preliminary December 2022 financials. Awaiting the final December 2022 financials.

**Association Managers' Report:** Debra Vickrey

- Debra gave a summary of daily operations.
- The Board was asked if they wanted landscaping bids. The Board declined because they did a search last year and found Supreme Commercial most cost effective. The Board requested a meeting in the spring with Supreme Commercial to clarify services and water usage.
- The Board requested pool maintenance proposals.
- The Board agreed there is a need for gutter cleaning and requested proposals.
- There was discussion regarding parking enforcement. The Board requested CPMG to get proposals for monitoring.

**Discussion Items:**

- The 2023 insurance renewal was presented. The Board had numerous questions and requested CPMG to set a zoom meeting with the broker for clarification before voting.

**Contracts/Proposals:** None  
**Correspondences:** None  
**Architectural Requests:** None

**Adjournment:** 6:33 PM

**Next Meeting:** March 8, 2023

**Board actions between meetings:**

- The Board approved the architectural request from 904 S Fairplay St to install a dryer vent on the roof.

Minutes approved:

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President	Date
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