

Greenbrook Town House Association
Board of Directors Meeting Minutes
Clubhouse
March 11, 2020

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

Board members absent and excused: Barbara Carpenter

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

- There was discussion about solar panels and questions about frequency of gutter cleaning.

Meeting Minutes: January 8, 2020

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

Hearings:

- **Motion** to assess the violation fines for the following was made by Bob Noll, seconded by Blanche Smith and passed unanimously;
 - 1002 S Granby Way – 2nd violation damaged front entry light
 - 1085 S Fraser Way – 2nd violation items in the common area

Committee Reports:

Building and Grounds: None

Finance:

- **Motion** to accept December final 2019 financials prepared by CPMG, subject to audit, was made by Bob Noll, seconded by Eric Epps and passed unanimously.
- **Motion** to accept the January and February 2020 financials prepared by CPMG, subject to audit, was made by Bob Noll, seconded by Eric Epps and passed unanimously.
- **Motion** to send the following accounts to attorney Moeller Graf for collections was made by Blanche Smith, seconded by Eric Epps and passed unanimously;
 - 1085 S Fraser Way
 - 987 S Evanston Circle
 - 1047 S Fraser Way
 - 965 S Evanston Circle

Association Managers' Report: Debra Vickrey

- Debra gave a summary of daily operations.
- The Board agreed to suspend clubhouse rentals during the coronavirus outbreak.

Discussion Items:

- **Motion** to adopt a Resolution to prohibit plants and pots on patio railings was made by John Farmer, seconded by Tom Herrod and passed unanimously.

Contracts/Proposals:

- **Motion** to approve the Supreme Commercial 2020 landscape contract in the amount of \$47,184.00 was made by Blanche Smith, seconded by Bob Noll and passed unanimously.
- **Motion** to approve the SavATree proposal in the amount of \$7,800.00 for plant health care was made by John Farmer, seconded by Eric Epps and passed unanimously.

Correspondences: None

Architectural Requests: None

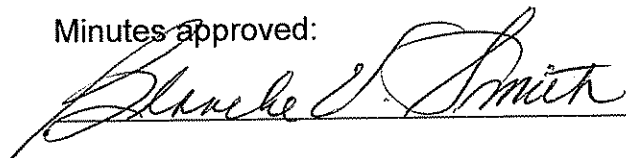
Adjournment: 6:40 p.m.

Next Meeting: May 13, 2020 – postponed to 07.08.20

Board actions between meetings:

- The Board accepted the Architectural Committee's approval for the following architectural requests:
 - 1020 S Fraser Way – radon mitigation
 - 919 S. Granby Way – window replacements
 - 1087 S Fraser Way – window well replacement

Minutes approved:



Blanche Smith, President

7-8-20

Date