

Greenbrook Town House Association
Board of Directors Meeting Minutes
Clubhouse
March 14, 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: No attendees

Comcast: Greg Toler

- Greg introduced himself and gave a brief summary of his responsibilities for Greenbrook. He is the liaison with the community manager to resolve property wide issues, not individual customer issues.

Meeting Minutes: January 10, 2018

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

Hearings:

- **Motion** to assess the fines for the following violations was made by Blanche Smith, seconded by John Farmer and passed unanimously;
 - 947 S Evanston Cir – 2nd violation for missing screens
 - 983 S. Evanston Cir – 4th violation for damaged garage door
 - 983 S. Evanston Cir – 3rd violation pet off leash
- **Motion** to waive the fine for the following violations was made by Blanche Smith, seconded by John Farmer and passed unanimously;
 - 1013 S. Fraser Way – 2nd violation for damaged garage door

Committee Reports:

Building and Grounds: None

Welcome/Social Committee:

- **Motion** to approve the request from Kay Michaelis, clubhouse volunteer, to replace some of the décor in the clubhouse, not to exceed \$400.00 was made by Carl Davison, seconded by Bob Noll and passed unanimously.

Finance:

- **Motion** to accept the January and February 2018 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Blanche Smith and passed unanimously.
- **Motion** to approve the following accounts be sent to attorney Moeller Graf for collections was made by Blanche Smith, seconded by Barbara Carpenter and passed unanimously;
 - 983 S. Evanston Cir
 - 1032 S. Granby Way

Architectural Requests: None**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. It was decided that the board and residents would have to report vehicles to improve the enforcement of visitor parking.
- CPMG notified the Board of a change in the Designated Manager for the company which is now Lynda Reifman effective January 1, 2018.

Contracts/Proposals:

- **Motion** to approve the SavATree 2018 plant care proposal in the amount of \$7,445.00 was made by John Farmer, seconded by Eric Epps and passed unanimously.
- **Motion** to approve the Waste Management 5-year contract was made by Eric Epps, seconded by Tom Herrod and passed unanimously.
- No action was taken on the Roof & Gutter Guy proposal for gutter repairs.
- **Motion** to approve the Five Star proposal in the amount of \$280 for a one-time property wide pet waste cleanup was made by Carl Davison, seconded by Bob Noll and passed on a vote of 5 to 2 with Blanche Smith and Tom Herrod voting no.
- **Motion** to approve the Arapahoe County Security proposal in the amount of \$3,444.80 to replace the pool lock was made by Eric Epps, seconded by Blanche Smith and passed unanimously.

Correspondences: None**Adjournment:** 7:42 p.m.**Next Meeting:** May 9, 2018**Record of Board Actions approved between meetings:**

- The WDR Construction proposal in the amount of \$1,439.20 for roof repairs at 959 S Evanston Cir for animal damage was approved on a vote of 5 in favor, John Farmer and Tom Herrod abstaining.

- The Complete Plumbing proposal in the amount of \$1,490.95 to replace the clubhouse water heater was approved on a vote of 4 in favor, Blanche Smith and Carl Davison voting no, and Tom Herrod abstaining.
- The WDR Construction proposal in the amount of \$4,500.00 to repair siding at 887 S. Evanston Cir. was approved on a vote of 5 in favor, John Farmer voting no, and Tom Herrod abstaining.
- The request from unit 983 S. Evanston Cir. for window replacements was approved by the Architectural committee per Board authority.
- The request from 931 S. Evanston Cir. for window replacements was approved by the Architectural committee per Board authority.
- The request from 904 S. Evanston Cir. to replace the garage door was approved by the Architectural committee per Board authority.

Minutes approved:



Blanche Smith, President

5-8-18

Date