

**Greenbrook Town House Association**  
Board of Directors Meeting Minutes  
July 12, 2023  
Via Zoom

**Board members present:** Barbara Carpenter, Jim Schmidt, Helen Pinalto, Debbie Osborne, and Bob Noll

**Board member absent and excused:** Tom Herrod and Katrina Parks

**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:** No attendees

**Meeting Minutes:** May 18, 2023

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

**Finance:**

- **Motion** to accept the May - June 2023 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Bob Noll and passed unanimously

**Association Managers' Report:** Debra Vickrey

- Debra gave a summary of daily operations.

**Discussion Items:**

- Debra gave a summary of the challenges in getting proposals for all the sidewalk repairs. The Board discussed different approaches and ways to budget for future work. It was agreed to get proposals for the few requests currently from individual homeowners until after the 2024 budget is determined.
- The Board requested proposal to update the reserve study.

**Contracts/Proposals:** None

**Correspondences:** None

**Architectural Requests:** None

**Adjournment:** 6:41 PM

**Executive Session:** Bob Noll called the meeting to order at 6:42 PM. Quorum established.

- Collection matter

**Adjournment:** 6:47 PM

**Next Meeting:** September 13, 2023

**Board actions between meetings:**

- The Board approved the architectural request from 872 S Fairplay St to install a radon mitigation system.
- The Board approved the WDR Construction proposal in the amount of \$4,002.27 to repair the brick column at 854 S Granby Circle.
- The Board approved the 2022 Audit as presented by Griffingroup.
- The Board approved the architectural request from 1017 S Fraser Way to replace windows "like for like".
- The Board approved the Supreme Commercial proposal in the amount of \$1,897.51 for irrigation repairs.
- The Board approved the Architectural Request from 1053 S Fraser Way to replace the front door with a wood colored door and add a white security door.

Minutes approved:

Robert W. Roll                      9-15-23

President

Date