

Greenbrook Town House Association
Board of Directors Meeting Minutes
Clubhouse
September 9, 2020

Board members present: Blanche Smith, Bob Noll, and Barbara Carpenter

Board members absent and excused: Tom Herrod, and Carl Davison

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

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

Homeowner Forum: 2 attendee

- Questions were asked about when tree trimming and gutter cleaning were scheduled.
- Parking issues were discussed.

Meeting Minutes: July 8, 2020

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

Hearings:

- **Motion** to grant a waiver for 1022 S Fraser Way to keep their garden in the common area was made by Bob Noll, seconded by Blanche Smith and passed unanimously.

Committee Reports:

Building and Grounds: None

Finance:

- **Motion** to accept June - August 2020 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Bob Noll and passed unanimously.
- **Motion** to adopt the 2021 Budget, with no fee increase, was made by Blanche Smith, seconded by Barbara Carpenter and passed unanimously.

Association Managers' Report: Debra Vickrey

- Debra gave a summary of daily operations.
- **Motion** to reimburse unit 844 S Granby Cir. the customary cost of \$125.00 for wasp removal was made by Bob Noll, seconded by Barbara Carpenter and passed unanimously.
- The Board accepted John Farmer's resignation from the Board.
- It was agreed to hold the annual meeting October 6, 2020 at 5:30 P.M. outside at the gazebo area.

Discussion Items: None

Contracts/Proposals:

- **Motion** to approve the Supreme Commercial 2020-2021 snow removal contract, on an as-needed-basis, was made by Blanche Smith, seconded by Bob Noll and passed unanimously.
- **Motion** to approve the 2021 CPMG Management Agreement, with no increase, was made by Blanche Smith, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to approve the WDR Construction proposal in the amount of \$6,695.11 for asphalt repairs was made by Barbara Carpenter, seconded by Bob Noll and passed unanimously.
- **Motion** to approve the WDR Construction proposal in the amount of \$4,438.96 for crack seal for the asphalt was made by Barbara Carpenter, seconded by Blanche Smith and passed unanimously.
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Correspondences: None

Architectural Requests: None

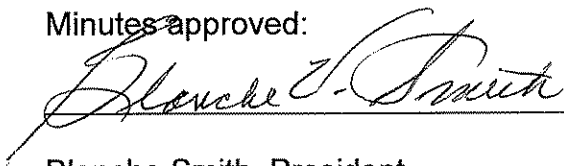
Adjournment: 6:53 p.m.

Next Meeting: Annual meeting October 6, 2020 at 5:30 p.m.

Board actions between meetings:

- The Board approved the architectural request from 979 S Granby Way to replace windows per the recommendation of the architectural committee members.
- The Board approved the following investment recommendation from their financial advisor RBC:
 - 3-Month CD: \$40,000 at .05%
 - 6-Month DC: \$40,000 at .10%
 - Leaving \$11,000 in cash reserves
- The Board approved the WDR Construction proposal in the amount of \$4,599.82 for an asphalt repair at 941 S Evanston Circle on a vote of 6 to 1 with Tom Herrod abstaining.
- The Board approved the architectural request from 803 S Granby Circle to install a portable hot tub, and replace windows and patio door.
- The Board approved the architectural request from 1087 S Fraser Way to install an exhaust vent.

Minutes approved:



Blanche Smith, President

1-13-2021

Date