

Greenbrook Town House Association
Board of Directors Meeting Minutes
Clubhouse
September 11, 2019

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

CPMG Staff: Debra Vickrey, CAM, 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

- No comments.

Dynamic Roofing: John Weeks

- John and Debra gave a brief summary of the roofing proposal for the next phase to be completed spring/summer 2020.

Meeting Minutes: July 10, 2019

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

Hearings:

- **Motion** to assess the fine to 947 S Evanston for a second violation children playing in the driveway was made by Blanche Smith, seconded by Eric Epps and passed unanimously.

Committee Reports:

Building and Grounds: None

Welcome/Social Committee: None

Architectural: None

Finance:

- **Motion** to accept the July and August 2019 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Blanche Smith and passed unanimously.
- **Motion** to send account 1085 S Fraser Way to attorney Moeller Graf for collections was made by Barbara Carpenter, seconded by Blanche Smith and passed unanimously.
- **Motion** to approve the RBC Investment recommendations, to be modified considering the down payment on 2020 roofing project, was made by Eric Epps, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to adopt the 2020 Budget with a \$15.00 per month 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.
- She discussed the upcoming annual meeting details with the Board.

Discussion Items: None

Contracts/Proposals:

- **Motion** to approve the 2019-2020 Supreme Commercial snow removal contract, on an as needed basis, was made by John Farmer, seconded by Tom Herrod and passed unanimously.
- **Motion** to approve the 2020 CPMG Management Agreement, with no fee increase, was made by John Farmer, seconded by Eric Epps and passed unanimously.
- **Motion** to approve the Dynamic Roofing proposal in the amount of \$248,932.28 for the next phase of roofing replacements in the spring/summer 2020 was made by Barbara Carpenter, seconded by Eric Epps and passed unanimously. The Board selected the color Brownwood Duration True Definition shingles.
- **Motion** to approve the Roof & Gutter Guys proposal in the amount of \$7,975.00 to clean gutters and downspouts was made by Barbara Carpenter, seconded by Carl Davison and passed unanimously.

Correspondences:

Architectural Requests: None

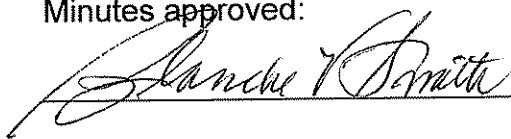
Adjournment: 7:00 p.m.

Next Meeting: October 9, 2019 annual meeting

Actions between meetings:

- The Board approved the WDR Construction proposal in the amount of \$8,339.44 for concrete repairs on a vote of 6 to 1 with Tom Herrod abstaining.
- The Board accepted the Architectural Committee's approval for unit 831 S Evanston Circle to install security camera and solar panel.

Minutes approved:



Blanche Smith, President

11-13-19

Date