

**Greenbrook Town House Association**  
Board of Directors Meeting Minutes  
Clubhouse  
January 12, 2022

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

**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.

**Election of Officers:**

- **Motion** to elect the following officers was made by Bob Noll, seconded by Debbie Osborne and passed unanimously;
  - Bob Noll, President
  - Debbie Osborne, Vice President
  - Barbara Carpenter, Secretary Treasurer

**Homeowner Forum:** 10 attendees

- There were questions regarding the new state laws related to energy efficient devices.
- An owner inquired about the responsibilities of the secretary.
- A water audit by the City of Aurora was suggested.

**Meeting Minutes:** October 6, 2021

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

**Hearings:**

- **Motion** to waive the fines for the following violations was made by Barbara Carpenter, seconded by Bob Noll and passed unanimously;
  - 945 S Evanston Cir – 2<sup>nd</sup> violation from trash cans out early
  - 945 S Evanston Cir – 2<sup>nd</sup> violation trash cans out after pick up
  - 945 S Evanston Cir – 3<sup>rd</sup> violation trash cans out after pick up
  - 945 S Evanston Cir – 2<sup>nd</sup> violation parking in fire lane
  - 1085 S Fraser Way – 2<sup>nd</sup> violation common area litter

**Finance:**

- **Motion** to accept July - November 2021 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Jim Schmidt and passed unanimously.

**Association Managers' Report:** Debra Vickrey

- Debra gave a summary of daily operations.

**Discussion Items:**

- The Board accepted the resignation from Blanche Smith.
- **Motion** to appoint Tom Herrod to fill Blanche's position that expires in 2023 was made by Barbara Carpenter, seconded by Debbie Osborne and passed unanimously.
- The Board discussed options for the tennis courts which remain in a state of disrepair. It was agreed Jim Schmidt would research the cost to restore the tennis courts.
- The Board directed CPMG to acquire proposals to repaint the safety strip on the stairs throughout the community.
- There was discussion between the Board and the homeowner at 803 S Granby Way regarding the findings in a structural report the owner had performed.

**Contracts/Proposals:**

- No action was taken on the 2022 Supreme Commercial landscaping contract. CPMG is acquiring additional proposals.
- **Motion** to approve the 2022 Assured Partners renewal in the amount of \$87,636 was made by Barbara Carpenter, seconded by Bob Noll and passed unanimously.

**Correspondences:** None

**Architectural Requests:** None

**Adjournment:** 7:20 p.m.

**Next Meeting:** February 9, 2022

**Board actions between meetings:**

- The board approved the TNT Signs proposal in the amount of \$1,623.62 to replace faded signage in the community.
- The architectural committee approved the request from 1032 S Granby Way for window replacements "like for like".
- The Board approved an adjustment to the year-end financials to remove an old reference to 10 lots on the balance sheet.
- The architectural committee approved the request from 963 S Fairplay St to install a security camera.
- The architectural committee approved the request from 867 S Evanston Cir to install new windows "like for like".

Minutes approved:

Robert W Noll

3-14-22

Bob Noll, President

Date