

Greenbrook Town House Association
Board of Directors Meeting Minutes
Clubhouse
January 13, 2021

Board members present: Blanche Smith, Bob Noll, Barbara Carpenter, Carmen Garcia, Debbie Osborne, and Katrina Parks

Board members absent and excused: Tom Herrod

CPMG Staff: Debra Vickrey, 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

- There was discussion about the tennis court status.
- Maintenance items were discussed.

Meeting Minutes: September 9, 2020

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

Hearings: None

Finance:

- **Motion** to accept September – December 2020 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Katrina Parks and passed unanimously.
- **Motion** to adopt the RBC investment recommendation to roll the maturing CD in the amount of \$40,000 to a 3-month CD was made by Katrina Parks, seconded by Carmen Garcia and passed unanimously.

Association Managers' Report: Debra Vickrey

- Debra gave a summary of daily operations.
- Debra raised the issue of the disrepair of the plastic fence and the inability to get those material now. The Board agreed that we should get bids for replacement.

Discussion Items: None

Contracts/Proposals:

- **Motion** to approve Griffingroup proposal in the amount of \$2,200 for the 2020 taxes and audit was made by Bob Noll, seconded by Barbara Carpenter and passed unanimously.

Correspondences: None

Architectural Requests: None

Adjournment: 6:46 p.m.

Next Meeting: March 10, 2021

Board actions between meetings:

- The Board approved the Assured Partners insurance renewal in the amount of \$84,667 on a vote of 5 to 2 with Debbie Osborne voting no and Tom Herrod abstaining.
- The Board approved the following architectural requests per the committee recommendation:
 - 1027 S Fraser Way – window installation
 - 1041 S Fraser Way – replace front door
 - 1027 S Fraser Way – window replacement

Minutes approved:

Robert W. Zell

3-9-21

~~Blanche Smith, President~~

Date

vice Pres