

**Greenbrook Town House Association**  
Board of Directors Meeting Minutes  
Clubhouse  
July 11, 2018

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

**Board members absent and excused:** Tom Herrod

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

Quorum of Board of Directors established. Minutes were taken and transcribed by Debra Vickrey.

**Moeller Graf:** – Jonathan Mitchell, Attorney

- Mr. Mitchell discussed the proposed Comcast agreement with the Board. He will submit changes per the Board's direction.

**Homeowner Forum:** 2 attendees

- Maintenance and landscaping items were brought to the Board's attention.

**Meeting Minutes:** May 8, 2018

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

**Hearings:**

- **Motion** to waive the fine for the following violations was made by Barbara Carpenter, seconded by Carl Davison and passed unanimously;
  - 947 S Evanston Cir – 3<sup>rd</sup> violation missing screens
  - 949 S Evanston Cir – 2<sup>nd</sup> violation missing screen
- **Motion** to fine 1091 S Granby for a 3<sup>rd</sup> violation for trash can out was made by Blanche Smith, seconded by Carl Davison and passed unanimously.

**Committee Reports:**

**Building and Grounds:** None

**Welcome/Social Committee:** None

**Architectural:**

- **Motion** to approve the architectural request for plantings at 949 S Granby Way was made by Barbara Carpenter, seconded by John Farmer and passed unanimously.

**Finance:**

- **Motion** to accept the May and June 2018 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Eric Epps and passed unanimously.

- **Motion** to approve sending the following accounts to Moeller Graf for collections was made by Barbara Carpenter, seconded by Blanche Smith and passed unanimously;
  - 983 S Evanston Cir
  - 939 S Granby Way
- **Motion** to approve the Griffingroup 2017 Audit as presented was made by Blanche Smith, seconded by Carl Davison and passed unanimously.

**Architectural Requests:** None

**Association Managers' Report:** Debra Vickrey

- Debra gave a summary of daily operations.

**Discussion Items:**

- The Board directed CPMG to solicit bids to restore the tennis court.

**Contracts/Proposals:**

- **Motion** to approve the WDR proposal in the amount of \$158,561.21 to paint the old section was made by John Farmer, seconded by Bob Noll and passed unanimously.
- **Motion** to approve the WDR proposal in the amount of \$43,305.69 for siding repairs in the old section was made by John Farmer, seconded by Bob Noll and passed unanimously.

**Correspondences:** None

**Adjournment:** 7:40 p.m.

**Next Meeting:** September 12, 2018

Minutes approved:

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Blanche Smith, President

Date

**Board Actions Between Meetings:**

- The Board approved the Kelly Electric proposal in the amount of \$1,515.00 to install a light at the gazebo on a vote of 6 to 1 with Tom Herrod abstaining.
- The Board approved the Kelly Electric proposal in the amount of \$1,500.00 for lighting on a vote of 6 to 1 with Tom Herrod abstaining.
- The Board approved the WDR Construction proposal in the amount of \$1,249.86 for a roof repair at 873 S Evanston Circle on a vote of 6 to 1 with Tom Herrod abstaining.
- The Board approved the WDR Construction proposal in the amount of \$1,375.80 for an asphalt patch on a vote of 6 to 1 with Tom Herrod abstaining.

- The Board approved the WDR Construction proposal in the amount of \$1,470.36 for a roof repair at 1012 S. Fraser Way on a vote of 6 to 1 with Tom Herrod abstaining.
- The Board approved the WDR Construction proposal in the amount of \$957.06 for gutter repairs at 1032 S Granby Way on a vote of 6 to 1 with Tom Herrod abstaining.
- The Board approved the WDR Construction proposal in the amount of \$1,470.36 for a roof repair at 939 S Granby Way on a vote of 6 to 1 with Tom Herrod abstaining.
- The Board approved the SavATree proposal in the amount of \$947.50 for a tree removal at 950 S Fraser Way on a vote of 6 to 1 with Tom Herrod abstaining.