

**Greenbrook Town House Association**  
Board of Directors Meeting Minutes  
September 13, 2023  
Via Zoom

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

**Board member absent and excused:** Tom Herrod 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.

**Homeowner Forum:** No attendees

**Meeting Minutes:** July 12, 2023

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

**Manager's Report:**

- Debra gave a summary of daily operations.
- She gave a review of the activities preparing for winter and the annual meeting.

**Finance:**

- **Motion** to accept the July - August 2023 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Katrina Parks and passed unanimously

**Discussion Items:** None

**Contracts/Proposals:**

- **Motion** to approve the 2024 CPMG Management Agreement, with no increase, was made by Jim Schmidt, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to approve the 2023-2024 Supreme Commercial snow removal contract, on an as-needed-basis, was made by Barbara Carpenter, seconded by Bob Noll and passed unanimously.
- **Motion** to approve the Collegiate Service gutter cleaning proposal in the amount of \$7,425 was made by Katrina Parks, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to approve the McCaffery reserve study proposal in the amount of \$1,999 was made by Bob Noll, seconded by Jim Schmidt and passed unanimously.
- No action taken on the GriffinGroup audit proposal. The Board will be seeking a new auditor.

**Correspondences:** None

**Architectural Requests:** None

**Adjournment:** 6:53 PM

**Next Meeting:** Annual meeting October 11, 2023

**Board actions between meetings:**

- The Board approved the Dale Weidner & Company proposal in the amount of \$2,400 for the 2023 taxes/audit.
- The Board approved the WDR Construction proposal in the amount of \$9,438.96 to rebuild the patio wall at 974/984 S Fairplay St.
- The Board approved the WDR Construction proposal in the amount of \$2,829.88 for exterior repair at 953 S Evanston Cir.
- The Board approved the WDR Construction proposal in the amount of \$3,401.07 for gutter replacements at 950 S Granby Way
- The Board approved the WDR Construction proposal in the amount of \$2,203.84 for siding repairs at 846 S Granby Cir.
- The Board approved the WDR Construction proposal in the amount of \$15,478.62 for siding, gutter, and drainage repairs at 937 S Evanston Cir
- The Board approved the DACS proposal in the amount of \$15,781 for pothole repairs.
- The Board approved the Roof & Gutter Guys proposal in the amount of \$6,800 to install 5" gutters on 953-993 S Fairplay St.
- The Board approved the DACSS proposal in the amount of \$3,402 to replace the sidewalk at 872 S Granby Cir.
- The Board approved the WDR Construction proposal in the amount of \$8963.90 for patio wall repairs at 935 S Evanston Cir.
- The Board approved the WDR Construction proposal in the amount of \$9,193.91 for patio wall repairs at 954 S Fairplay St.

Minutes approved:

*Robert W. Noll*

01/11/2024

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President

Date