

Greenbrook Town House Association
Board of Directors Meeting Minutes
Clubhouse
January 11, 2017

Meeting called to order at 6:00 p.m.

Board members present: Carl Davison, Katrina Parks, Blanche Smith, Bob Noll, Tom Herrod and John Farmer

Board members absent and excused: Barbara Carpenter

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

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

Meeting Minutes: November 9, 2016

- **Motion** to approve the minutes, with minor corrections, was made by Bob Knoll, seconded by Carl Davison and passed unanimously.

Hearings:

- **Motion** to assess the fines for the following unit was made by Blanche Smith, seconded by Carl Davison and passed unanimously;
 - 933 S. Evanston Cir – 2nd violation for scooter on sidewalk
 - 895 S. Evanston Cir. – 4th violation missing window screen – Board directed this matter to be sent to the attorney
 - 933 S Evanston Cir. – 2nd noise violation
- **Motion** to waive the fines for the following units was made by Blanche Smith, seconded by Carl Davison and passed unanimously;
 - 939 S. Evanston Cir. – 2nd violation garage door partially open

Committee Reports:

Building and Grounds: None

Welcome/Social Committee: None

Finance:

- **Motion** to accept the November 2016 financials prepared by CPMG, subject to audit, was made by Blanche Smith, seconded by John Farmer and passed unanimously.
- **Motion** to ratify the Board's approval of the payment plan for 1077 S. Fraser Way was made by Katrina Parks, seconded by Blanche Smith and passed unanimously.
- **Motion** to ratify the Board's approval to begin a foreclosure for 1002 S. Granby Way was made by Blanche Smith, seconded by Carl Davison and passed unanimously.

Architectural Requests:

- **Motion** to ratify the Board's approval of the request from 925 S Granby Way to install motion detector light and security camera was made by Blanche Smith, seconded by Katrina Parks and passed unanimously.

Association Managers' Report: Debra Vickrey

- Debra gave a summary of daily operations.

Discussion Items:

- **Motion** to adopt the Maintenance, Repair, and Insurance Responsibility Chart prepared by the Association attorney was made by John Farmer, seconded by Carl Davison and passed unanimously.
- **Motion** to engage Moeller Graf to update all governance policies to reflect recent changes in state law was made by Bob Knoll, seconded by Blanche Smith and passed unanimously.

Contracts/Proposals:

- **Motion** to approve the Mountain High 2017 Plant Health Care proposal in the amount of \$7,450.00 was made by John Farmer, seconded by Bob Noll and passed unanimously.
- **Motion** to approve the WDR Construction proposal in the amount of \$12,906.41 for pool and restroom repairs was made by Carl Davison, seconded by Bob Noll and passed unanimously.

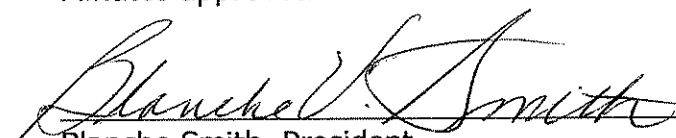
Correspondences: No actions required.

Homeowner Forum: 1 attendee

Adjournment: 7:15 p.m.

Next Meeting: March 8, 2017 at 6:00 p.m. at the clubhouse

Minutes approved:


Blanche Smith, President

3-9-17
Date