

Greenbrook Town House Association
Board of Directors Meeting Minutes
Clubhouse
November 8, 2017

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

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

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

Homeowner Forum: 2 attendees

Meeting Minutes: September 13, 2017

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

Election of Officers:

- **Motion** to elect the following officers was made by Carl Davison, seconded by Eric Epps and passed unanimously;
 - Blanche Smith – President
 - Bob Noll – Vice President
 - Barbara Carpenter – Secretary/Treasurer

Hearings:

- **Motion** to assess the fines for the following violations was made by Blanche Smith, seconded by Barbara Carpenter and passed unanimously;
 - 928 S. Evanston Cir – 2nd visitor parking violation
 - 892 S. Fairplay St – 2nd holiday lights violation
 - 1047 S. Fraser Way – 2nd items in the common area violation
 - 1047 S. Fraser Way – 3rd items in the common area violation

Committee Reports:

Building and Grounds: None

Welcome/Social Committee: None

Finance:

- **Motion** to accept the September and October 2017 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by John Farmer and passed unanimously.
- The Board discussed options for investments and requested CPMG to set a meeting with the RBC representative.

Architectural Requests:

- **Motion** to ratify the Board's approval of the request from 920 S. Granby way for radon mitigation was made by John Farmer, seconded by Blanche Smith and passed unanimously.

Association Managers' Report: Debra Vickrey

- Debra gave a summary of daily operations.

Discussion Items:

- The Board discussed parking enforcement and agreed to place more visitor parking signs. Once the locations are selected by the Board CPMG will have them installed.

Contracts/Proposals:

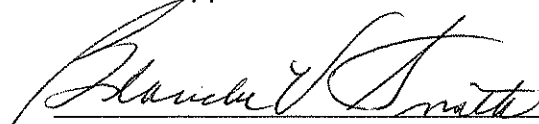
- **Motion** to ratify the Board's approval of the SavATree proposal in the amount of \$16,965.00 for tree work was made by John Farmer, seconded by Eric Epps and passed unanimously.
- **Motion** to approve the 2018 CPMG Management Agreement in the amount of \$47,304.00 was made by Blanche Smith, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to approve the WDR Construction proposal in the amount of \$4,194.05 to remove and replace the patio walls at 1033 S. Fraser Way was made by Blanche Smith, seconded by Eric Epps and passed unanimously.
- **Motion** to approve the SPCS proposal in the amount of \$1,440.00 to repair the brick columns at the pool was made by Barbara Carpenter, seconded by Tom Herrod and passed unanimously.
- The Board declined the proposal for exterior lighting maintenance and board members volunteered to manage the lights.
- **Motion** to decline the Comcast Agreement was made by Eric Epps, seconded by Tom Herrod and passed unanimously.

Correspondences: None

Adjournment: 7:26 p.m.

Next Meeting: January 10, 2018

Minutes approved:


Blanche Smith, President

1-10-18
Date