

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

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

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

Board members absent and excused: Katrina Parks

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: January 17, 2017

- **Motion** to approve the minutes, with minor corrections, was made by Barbara Carpenter, seconded by Blanche Smith and passed unanimously.

Hearings:

- **Motion** to assess the fines for the following unit was made by Blanche Smith, seconded by Tom Herrod and passed unanimously;
 - 1085 S Fraser Way – 5th violation dog waste
 - 933 S Evanston Circle – 2nd violation guest parking
- **Motion** to waive the fines for the following units was made by Blanche Smith, seconded by Tom Herrod and passed unanimously;
 - 903 S. Fairplay St. – 2nd violation broken solar lights
 - 895 S Evanston Circle – 5th violation for missing screen (attorney action)
 - 983 S Evanston Circle – 2nd violation loose pet/pet waste
 - 975 S Evanston Circle – 2nd violation pet waste on patio

Committee Reports:

Building and Grounds: None

Welcome/Social Committee: None

Finance:

- **Motion** to accept the January 2017 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by John Farmer and passed unanimously.
- **Motion** to ratify the Board's approval to proceed with a collections lawsuit for unit 837 S. Evanston Circle was made by Blanche Smith, seconded by Carl Davison and passed unanimously.

- **Motion** to ratify the Board's approval of the payment plan for 837 S. Evanston Circle was made by Blanche Smith, seconded by Carl Davison and passed unanimously.
- **Motion** to approve the engagement proposal from Griffin Group in the amount of \$2,200.00 to prepare the 2016 taxes and audit was made by Barbara Carpenter, seconded by John Farmer and passed unanimously.

Architectural Requests:

- **Motion** to ratify the Board's approval of the request from 949 S. Evanston Circle to install a radon mitigation system was made by Blanche Smith, seconded by Carl Davison and passed unanimously.
- **Motion** to ratify the Board's approval of the request from 874 S. Granby Circle to install a storm door was made by Blanche Smith, seconded by Carl Davison and passed unanimously.

Association Managers' Report: Debra Vickrey

- Debra gave a summary of daily operations.
- She reported on the state of disrepair of the fence along the Ohio Street single family homes. The board agreed to have Debra ask the City of Aurora code enforcement to request homeowners repair their fences along the property line.

Discussion Items:

- **Motion** to adopt a Resolution regarding garage doors was made by Blanche Smith, seconded by Bob Noll and passed on a vote of 5 to 1 with Tom Herrod voting no.
- **Motion** to adopt the following state required revised governance policies was made by Blanche Smith, seconded by Bob Noll and passed unanimously;
 - Director Conflict of Interest Policy
 - Conduct of Meetings Policy
 - Enforcement Procedure Policy
 - Records Inspection Policy
 - Adoption and Amendment of Policies, Procedures and Rules Policy
 - Alternative Dispute Resolution Policy
 - Investment of Reserves Funds Policy
 - Reserve Studies Policy

Contracts/Proposals:

- **Motion** to approve the Supreme Commercial 2017 Landscape contract in the amount of \$44,884.00 was made by Barbara Carpenter, seconded by Blanche Smith and passed unanimously.
- **Motion** to ratify the Board's approval of the WDR Construction proposal in the amount of \$1,729.24 for roof repairs at 995 S. Evanston Circle was made by John Farmer, seconded by Bob Noll and passed on a vote of 5 to 1 with Tom Herrod voting no.

- **Motion** to ratify the Board's approval of the WDR Construction proposal in the amount of \$858.92 for mailbox repairs was made by John Farmer, seconded by Bob Noll and passed on a vote of 5 to 1 with Tom Herrod voting no.

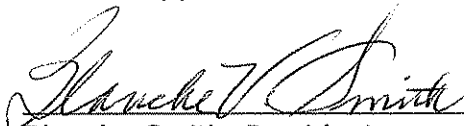
Correspondences: No actions required.

Homeowner Forum: 1 attendee

Adjournment: 6:55 p.m.

Next Meeting: May 9, 2017 at 6:00 p.m. at the clubhouse

Minutes approved:


Blanche Smith, President

5-16-'17
Date