

Greenbrook Town House Association
Board of Directors Meeting Minutes
Clubhouse
July 12, 2017

Executive Session: Blanche Smith called the session to order at 5:30 p.m. Quorum of the Board was established.

- Attorney/Client discussion covenant enforcement action.

Adjournment: 6:00 p.m.

Board meeting called to order at 6:00 p.m.

Board members present: Carl Davison, Barbara Carpenter, Blanche Smith, Bob Noll, Tom Herrod, Katrina Parks 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: No attendees

Meeting Minutes: May 10, 2017

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

Hearings:

- **Motion** to assess the fines for the following violations, and to have attorney Moeller Graf proceed with a covenant enforcement action, was made by Blanche Smith, seconded by Barbara Carpenter and passed unanimously;
 - 933 S. Evanston Cir – Subsequent noise violation
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Committee Reports:

Building and Grounds: None

Welcome/Social Committee: None

Finance:

- **Motion** to accept the 2016 Draft Audit was made by Barbara Carpenter, seconded by Tom Herrod and passed unanimously.
- **Motion** to authorize the Board President to sign the Griffin Group Management Letter was made by Blanche Smith, seconded by Bob Noll and passed unanimously.

- **Motion** to accept the July 2017 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Tom Herrod and passed unanimously.
- **Motion** to ratify the Board's approval of the payment plan for 1002 S. Granby Way was made by John Farmer, seconded by Katrina Parks and passed unanimously.

Architectural Requests:

- **Motion** to ratify the Board's approval of the request from 1025 S. Fraser Way for window replacements was made by Blanche Smith, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to ratify the Board's approval of the request from 878 S. Granby Cir. for a new patio door was made by Blanche Smith, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to approve the request from 813 S. Evanston Cir. to add a storm door on the front door and a patio screen was made by Barbara Carpenter, seconded by John Farmer and passed unanimously.
- **Motion** to approve the request from 1031 S. Fraser Way to replace windows and patio door was made by Barbara Carpenter, seconded by John Farmer and passed unanimously.

Association Managers' Report: Debra Vickrey

- Debra gave a summary of daily operations.
- Board agreed to a budget workshop on September 7, 2017 at noon at the CPMG offices to prepare the budget.

Discussion Items: None

Contracts/Proposals:

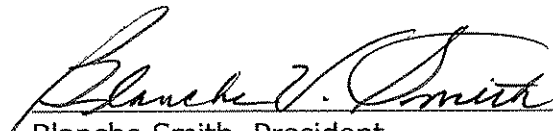
- **Motion** to ratify the Board's approval of the Perfect Pool proposal for an emergency pool pump repair in the amount of \$2,750.00 was made by Barbara Carpenter, seconded by John Farmer and passed unanimously.
- **Motion** to ratify the Board's approval of the WDR Construction proposal for pool light repairs in the amount of \$1,094.51 was made by Barbara Carpenter, seconded by John Farmer and passed unanimously.

Correspondences: None

Adjournment: 7:05 p.m.

Next Meeting: September 13, 2017 at 6:00 p.m. at the clubhouse

Minutes approved:


Blanche Smith, President

9-13-17
Date