

**Greenbrook Town House Association**  
Board of Directors Meeting Minutes  
Clubhouse  
January 9, 2019

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

**Board members absent and excused:** Tom Herrod

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

Quorum of Board of Directors established. Meeting called top order at 6:00 p.m. Minutes were taken and transcribed by Debra Vickrey.

**Homeowner Forum:** 5 attendees

- Homeowners expressed their frustration with the continued mailbox break-ins. Suggestions were made of how to secure the mail house.

**Meeting Minutes:** November 14, 2018

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

**Hearings:** None

**Committee Reports:**

**Building and Grounds:** None

**Welcome/Social Committee:** None

**Architectural:** None

**Finance:**

- **Motion** to accept the November and December 2018 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Eric Epps and passed unanimously.
- **Motion** to send the following accounts to attorney Moeller Graf for collections was made by Bob Noll, seconded by John Farmer and passed unanimously;
  - 993 S Fairplay Street
  - 975 S Evanston Circle

**Association Managers' Report:** Debra Vickrey

- Debra gave a summary of daily operations.

**Discussion Items:**

- **Motion** to approve the WDR Construction proposal in the amount of \$3,941.49 to install security doors on the mail house was made by John Farmer, seconded by Bob Noll and passed unanimously. The motion included approval to install a locking system utilizing the pool cards for access at a cost yet to be determined.

- **Motion** to approve attorney Moeller Graf to prepare a ballot for a homeowner vote to remove the tennis courts and give the Board authority to determine a future use for the area was made by Barbara Carpenter, seconded by Carl Davison and passed unanimously.

**Contracts/Proposals:**

- **Motion** to approve the Supreme Commercial 2018-2019 snow removal contract, on an as-needed-basis was made by Blanche Smith, seconded by Eric Epps and passed unanimously.
- **Motion** to approve the Supreme Commercial 2019 landscape contract in the amount of \$47,184.00 was made by John Farmer, seconded by Eric Epps and passed unanimously.
- **Motion** to approve the Perfect Pools 2019-2021 maintenance contract in the amount of \$8,900.00 for 2019, \$9,400 for 2020, and \$9,300.00 for 2021 was made by Barbara Carpenter, seconded by Bob Noll and passed unanimously.
- **Motion** to approve the Comcast 10-year service and easement agreements was made by Barbara Carpenter, seconded by Eric Epps and passed on a vote of 4 to 2 with Blanche Smith and Carl Davison voting no.
- **Motion** to approve the 2019 insurance renewal with Assured Partners in the amount of \$85,725.00 was made by Bob Noll, seconded by John Farmer and passed unanimously.

**Correspondences:** No action

**Architectural Requests:**

- **Motion** to approve the request from 927 S Evanston Circle to replace windows was made by Eric Epps, seconded by Barbara Carpenter and passed unanimously with Bob Noll abstaining.

**Adjournment:** 7:15 p.m.

**Next Meeting:** March 13, 2019

**Board Actions Between Meetings:**

- The Board approved the Arapahoe County Security proposal in the amount of \$7,092.07 for a security door for the mail house on a vote of 6 to 1 with Tom Herrod abstaining.
- The Board accepted the Architectural Committee's approval for the following architectural requests:
  - 949 S Granby Way – garage door replacement
  - 1067 S Fraser Way - steel security door
  - 842 S Granby Cr – replacement windows
  - 823 S Granby Cir window and door replacement

Minutes approved:

 Blanche Smith 3-19-19

Blanche Smith, President

Date