

**Greenbrook Town House Association**  
Board of Directors Meeting Minutes  
Clubhouse  
March 10, 2021

**Board members present:** Blanche Smith (via phone), Bob Noll, Barbara Carpenter, and Katrina Parks

**Board members absent and excused:** Tom Herrod, Carmen Garcia, and Debbie Osborne

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

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

**Homeowner Forum:** No attendees

**Meeting Minutes:** January 13, 2021

- **Motion** to approve the minutes was made by Bob Noll, seconded by Barbara Carpenter and passed unanimously.

**Hearings:** None

**Finance:**

- **Motion** to accept January – February 2021 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Katrina Parks and passed unanimously.

**Association Managers' Report:** Debra Vickrey

- Debra gave a summary of daily operations.

**Discussion Items:**

- Debra notified the Board of the insurance requirement to have an emergency phone at the pool. She is working on a solution before the opening of the pool.

**Contracts/Proposals:**

- **Motion** to approve the Heritage Roofing proposal in the amount of \$4,250.00 for gutter cleaning was made by Barbara Carpenter, seconded by Katrina Parks and passed unanimously.
- **Motion** to approve the SaveATree proposal in the amount of \$7,270.00 was made by Barbara Carpenter, seconded by Katrina Parks and passed unanimously.
- **Motion** to approve the WDR Construction proposal in the amount of \$11,051.71 for repairs to the monument sign was made by Bob Noll, seconded by Blanche Smith and passed unanimously.
- **Motion** to approve the WDR Construction proposal in the amount of \$49,203.89 for siding repairs prior to painting the new section was made by Barbara Carpenter, seconded by Bob Noll and passed unanimously.

- **Motion** to approve the WDR Construction proposal in the amount of \$156,277.02 for painting 23 buildings (new section) was made by Barbara Carpenter, seconded by Bob Noll and passed unanimously with the following conditions; (1) Paint will be Sherman Williams Resillence; (2) Workmanship warranty will be 7-years; and (3) there will be a peel bond treatment applied to wood surfaces as needed.

**Correspondences:** None

**Architectural Requests:** None

**Adjournment:** 6:53 p.m.

**Next Meeting:** May 12, 2021

**Board actions between meetings:**

- The Board approved the Architectural Request from 855 S Evanston Cir to install a storm door.
- The Board approved the Architectural Request from 846 S Granby Cir. to install new windows.
- The Board approved the Architectural Request from 1012 S Granby Way to replace the patio light.
- The Board approved the Architectural Request from 1072 S Granby Way to replace windows.
- The Board approved the Architectural Request from 858 S Granby Circle to replace windows with the condition they be "like for like".

Minutes approved:

Robert W Noll 5-17-21

Blanche Smith, President.

Date

Vice President