

Greenbrook Town House Association
Board of Directors Meeting Minutes
Clubhouse
May 8, 2018

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: 6 attendees

- The owners attending had numerous comments about how guest parking was being managed. They expressed their frustrations with the lack of parking in the community for residents.
- Maintenance and landscaping items were brought to the Board's attention.

Meeting Minutes: March 14, 2018

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

Hearings:

- **Motion** to waive the fine for the following violations was made by Blanche Smith, seconded by Carl Davison and passed unanimously;
 - 1091 S Granby Way – 2nd violation for trash can out

Committee Reports:

Building and Grounds: None

Welcome/Social Committee: None

Finance:

- **Motion** to accept the March and April 2018 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Tom Herrod and passed unanimously.
- **Motion** to approve the Griffingroup proposal in the amount of \$2,200.00 for the 2018 taxes and audit was made by John Farmer, seconded by Eric Epps and passed unanimously.

Architectural Requests: None

Association Managers' Report: Debra Vickrey

- Debra gave a summary of daily operations.
- The Board agreed to hand out new pool cards on May 18th & 19th at the clubhouse.

Discussion Items:

- **Motion** to purchase "Visitor Only Parking" signs was made by Blanche Smith, seconded by Carl Davison and passed on a vote of 6 to 1 with John Farmer voting no. CPMG will coordinate the installation with Eric Epps.
- **Motion** to approve a revision to the Enforcement Procedure Policy and the Rules and Regulations to increase the violation fines was made by John Farmer, seconded by Bob Noll and passed unanimously.
- The Board agreed to lock up the tennis court, to comply with a notice from the insurance carrier, to prevent injury due to disrepair.

Contracts/Proposals:

- The Board directed CPMG to send the Comcast Agreement to the Association attorney for review.
- The Board requested an additional bid for cement roof caps.
- **Motion** to approve the Roof & Gutter Guys multiple proposals for minor gutter work in the amount of \$3,165.00 was made by Bob Noll, seconded by Eric Epps and passed unanimously.
- **Motion** to approve the SPCS proposal in the amount of \$1,599.00 to install a railing at 928 S Evanston Cir was made by Blanche Smith, seconded by Carl Davison and passed unanimously.

Board Actions between Meetings:

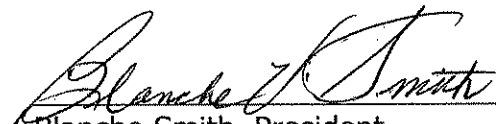
- Board approved unanimously the Architectural Request from 1017 S. Fraser Way to replace the garage door with Tom Herrod abstaining.
- Board approved unanimously the Architectural Request from 933 S Evanston Cir. To replace the garage door with Tom Herrod abstaining.
- Board approved unanimously denied the Architectural Request from 929 S Granby Way to install an air conditioner with Tom Herrod abstaining.
- The Board Unanimously approved the WDR Construction proposal in the amount of \$1,390.44 to replace the skylight at 1013 S Fraser Way with Tom Herrod abstaining.

Correspondences: None

Adjournment: 7:45 p.m.

Next Meeting: July 11, 2018

Minutes approved:


Blanche Smith, President

7-11-18
Date