

Greenbrook Town House Association
Board of Directors Meeting Minutes
Clubhouse
September 12, 2018

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

Board members absent and excused: Bob Noll

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: No attendees

Meeting Minutes: July 11, 2018

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

Hearings: None

Committee Reports:

Building and Grounds: None

Welcome/Social Committee: None

Architectural:

- **Motion** to approve the architectural request for 944 S Fairplay to replace a window well grate was made by John Farmer, seconded by Barbara Carpenter and passed unanimously.

Finance:

- **Motion** to accept the July and August 2018 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Blanche Smith and passed unanimously.
- **Motion** to reinvest the mature \$50,000 CD was made by Eric Epps, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to adopt the 2019 budget with a \$5.00 per month increase in dues was made by Barbara Carpenter, seconded by Blanche Smith and passed unanimously.

Association Managers' Report: Debra Vickrey

- Debra gave a summary of daily operations.

Discussion Items:

- The Board reviewed the documents to be included in the annual meeting packet.

Contracts/Proposals:

- **Motion** to approve 2019 CPMG Management Agreement in the amount of \$48,720 was made by John Farmer, seconded by Eric Epps and passed on a vote of 5 to 1 with Tom Herrod voting no.
- **Motion** to approve the Rocky Mountain Tree Care proposal in the amount of \$56,755 for tree work was made by Blanche Smith, seconded by Tom Herrod and passed unanimously. Priority one work to be done in the fall of 2018 and the remaining work in early 2019.
- **Motion** to accept the Roof & Gutter Guys proposal in the amount of \$7,365 for gutter cleaning was made by Barbara Carpenter, seconded by Carl Davison and passed unanimously.

Correspondences: None

Adjournment: 6:40 p.m.

Next Meeting: Annual meeting October 10, 2018

Minutes approved:

 11-14-18

President

Date

Board Actions Between Meetings:

- Board approved the WDR proposal in the amount of \$2,509.06 for an asphalt repair at 927 S Evanston Circle on a vote of 4 to 3 with Bob Noll, Tom Herrod and John Farmer abstaining.
- Board approved the Complete Plumbing proposal in an amount not to exceed \$6589.50 to excavate and repair a sewer line at 1018 S Fraser Way on a vote of 6 to 1 with Tom Herrod abstaining.
- Architectural Committee unanimously approved the request from 892 S Granby Way to replace a window well cover.
- Architectural Committee unanimously approved the request from 919 S Granby Way to replace windows.