

**Greenbrook Town House Association**  
Board of Directors Meeting Minutes  
September 14, 2022  
Via Zoom

**Board members present:** Barbara Carpenter, Tom Herrod, Jim Schmidt, Helen Pianalto, Katrina Parks and Debbie Osborne

**Board member absent and excused:** Bob Noll

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

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

**Aurora Water Conservation:** Morgan Hopkins-Crawley

- She gave a brief presentation about the water conservation rebate programs for both indoor and outdoor reductions in use.

**Homeowner Forum:** 8 attendees

- Maintenance items were brought to the attention of the Board and management.
- There was discussion about the budget and the process for ratification at the annual meeting.

**Meeting Minutes:** July 13, 2022

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

**Finance:**

- **Motion** to accept the July - August 2022 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Jim Schmidt and passed unanimously.
- **Motion** to adopt the 2023 budget with a \$35.00 per month increase was made by Jim Schmidt, seconded by Barbara Carpenter and passed unanimously.

**Association Managers' Report:** Debra Vickrey

- Debra gave a summary of daily operations.

**Discussion Items:**

- **Motion** to adopt a Resolution to clarify the disrepair status of the tennis courts was made by Debbie Osborne, seconded by Katrina Parks and passed unanimously.
- **Motion** to adopt the Resolution capping interest at 8% in compliance with HB1137 was made by Barbara Carpenter, seconded by Helen Pianalto.
- **Motion** to adopt a revised Covenant Enforcement Policy in compliance with HB1137 was made by Katrina Parks, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to adopt a revised Conduct of Meetings Policy in compliance with HB1137 was made by Debbie Osborne, seconded by Katrina Parks and passed unanimously.

- **Motion** to adopt a revised Collection Policy in compliance with HB1137 was made by Katrina Parks, seconded by Barbara Carpenter and passed unanimously.
- The Board discussed the sidewalk evaluation report. No action taken.

**Contracts/Proposals:**

- **Motion** to approve the 2022-2023 Supreme Commercial snow contract was made by Jim Schmidt, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to approve the 2023 CPMG management Agreement in the amount of \$52,692 was made by Katrina Parks, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to approve the heritage Roofing gutter cleaning proposal in the amount of \$5,250 was made by Barbara Carpenter, seconded by Jim Schmidt and passed unanimously.

**Correspondences:** None

**Architectural Requests:** None

**Adjournment:** 7:44 PM

**Next Meeting:** Annual meeting October 11, 2022 Aurora Library

**Board actions between meetings:**

- The Board approved the architectural request from 1022 S Fraser Way to install a radon mitigation system.
- The Board approved the architectural request from 1018 S Fraser Way to install a radon mitigation system.
- THE Board approved the architectural request from 991 S Evanston Circle to install a light above the garage.

Minutes approved:

Robert W. Roll      1-17-23

President

Date