

**Greenbrook Town House Association**  
Board of Directors Meeting Minutes  
Clubhouse  
September 13, 2017

**Board members present:** Carl Davison, Barbara Carpenter, Blanche Smith, Bob Noll, Tom Herrod, Katrina Parks 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:** No attendees

**Meeting Minutes:** July 12, 2017

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

**Hearings:**

- **Motion** to assess the fines for the following violations was made by Blanche Smith, seconded by Barbara Carpenter and passed unanimously;
  - 933 S. Evanston Cir – Subsequent noise violation 07/10/17
  - 933 S. Evanston Cir – Subsequent noise violation 07/28/17
  - 933 S. Evanston Cir – Subsequent noise violation 08/03/17
  - 983 S. Evanston Cir – 3<sup>rd</sup> violation garage door damage

**Committee Reports:**

**Building and Grounds:** None

**Welcome/Social Committee:** None

**Finance:**

- **Motion** to adopt the 2018 Budget, with a \$5.00 per month increase in dues, was made by Barbara Carpenter, seconded by John Farmer and passed unanimously.
- **Motion** to accept the August 2017 financials prepared by CPMG, subject to audit, was made by Barbara Carpenter, seconded by Katrina Parks and passed unanimously.
- **Motion** to ratify the Board's approval of the payment plan for 895 S. Evanston Cir was made by Blanche Smith, seconded by Carl Davison and passed unanimously.

**Architectural Requests:**

- **Motion** to ratify the Board's approval of the request from 903 S. Fairplay for window replacements was made by John Farmer, seconded by Barbara Carpenter and passed unanimously.

- **Motion** to ratify the Board's approval of the request from 874 S. Granby Way for kitchen window replacement was made by John Farmer, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to ratify the Board's approval of the request from 994 S. Fairplay St. for radon mitigation was made by John Farmer, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to approve the request from 1033 S. Fraser Way to replace the concrete patio was made by John Farmer, seconded by Barbara Carpenter and passed unanimously. The Board requested additional bids for the removal of the patio fence which is the responsibility of the Association.
- No action taken on the WDR Construction proposal to remove and then reinstall the patio fence at 1033 S. Fraser way. Additional proposals requested by the Board.

**Association Managers' Report:** Debra Vickrey

- Debra gave a summary of daily operations.

**Discussion Items:**

- **Motion** to authorized Association Manager Debra Vickrey to meet with attorney Moller Graf on a tenant matter was made by Tom Herrod, seconded by Blanche Smith and passed unanimously.

**Contracts/Proposals:**

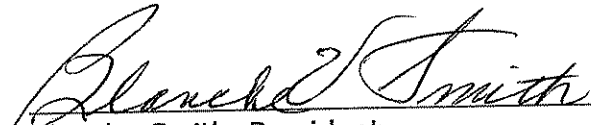
- **Motion** to ratify the Board's approval of the SavATree proposal in the amount of \$6,685.00 for tree work was made by Blanche Smith, seconded by John Farmer and passed unanimously.
- **Motion** to ratify the Board's approval of the SavATree proposal in the amount of \$1,015.00 for tree work was made by Blanche Smith, seconded by John Farmer and passed unanimously.
- **Motion** to approve the Page Specialty Company proposal in the amount of \$9,731.39 for mailbox replacements was made by Barbara Carpenter, seconded by Katrina Parks and passed unanimously.
- **Motion** to approve the 2018 Supreme Commercial snow removal contract was made by Blanche Smith, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to approve the 2018 Supreme Commercial landscape contract in the amount of \$44,884.00 was made by Blanche Smith, seconded by Barbara Carpenter and passed unanimously.
- **Motion** to approve the WDR Construction proposal in the amount of \$30,576.81 for pothole patching, crack seal, and seal coating was made by Carl Davison, seconded by Tom Herrod and passed unanimously.

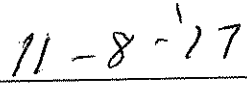
**Correspondences:** None

**Adjournment:** 6:55 p.m.

**Next Meeting:** Annual meeting October 11, 2017 at 6:30 p.m. at the clubhouse

Minutes approved:

  
Blanche Smith, President

  
Date