

BREA GLENBROOK CLUB BOARD MEETING MINUTES
Tuesday, April 11, 2017

- **Meeting called to order:** 7:01 PM by Beth Riley, President
- **Board Members Present:** Vice President/Community Relations, Deb Eliason;
Treasurer, Tim Gutkowski;
Secretary/Member Relations, Christine Denbo;
Management Liaison, Bridget Steffensen;
Architectural Control, Chuck Palisin;
- **Board Members Absent:** Buildings & Grounds, John Kern;
- **Staff Present:** Nancy Foxhall; Phil Baker
- **Visitors:** Ginny Baker, 1953 Heather Circle
Betty Bidwell, 275 Camphor
Marisol Vasquez-Redding, 1600 Chevy Chase Dr.
Barbara Sideri, 1696 Chevy Chase Dr.
Steve Kooyman, City of Brea Engineer
Steven King & Staff, OCTA
- **Visitor concern:** Home deterioration concern. Sending additional reminders and letter to homeowners that are not upkeeping their property and yards.
- **Aurora Project Update/Visitor Concern Answered:** Freeway widening/landscaping project had been halted due to Governor's decree re:drought. City to now take on the project but it will be funded cooperatively by OCTA/State of California and the City of Brea. Timeline- Landscaping should be completed late Summer/early Fall. Looking to get the remainder that is not part of the City's responsibility bidded on and hopefully awarded in the Fall. Freeway Project began 5/2014. Funded by City of Brea; OCTA; Measure M.
 - Grinding and Paving will take place after Easter. Extensive rehab on streets where water line work took place will occur..
 - Concerns re: the type of landscaping-drought tolerant plants will be used according to Brea's current palette. Low water use plants and drip systems will be used.
- **Secretary's Report:** Motion to approve the March '17 Minutes as submitted
Motioned by Deb Eliason, Seconded by Bridget Steffensen
Minutes approved.
- **Treasurer's Report:** Tim Gutkowski presented the financials.
All financials submitted were reviewed,checked and balanced.

- **Accountant's Report:** Phil Baker presented the financial summaries. Glenbrook's total liabilities & Equity is \$542010.04. The Replacement Reserve account is up to \$208,459.00. Our Operating Reserve account is currently at \$122,076.. Income statement shows our year to date profit to be \$13,582.84. We are \$13,582.00 under budget. Pre-paid dues balance is \$39,414.00. Accounts receivable balance for the month is \$3087.00.
Delinquency report looking great.
Checking on including an info sheet for new owners in escrow so that they are aware of dues payments and we can contact them more easily.
Motion to approve the Treasurer's and Accountant's Reports:
Motioned by Deb Eliason; Seconded by: Bridget Steffensen
Treasurer's and Accountant's Reports approved.
- **Manager's Report:** Submitted by Nancy Foxhall.
 - Patio Repair bid error- \$1000 discrepancy. Bid should have been \$1800 but was written as \$800 by Demolition Consulting Environmental. Motion to pay \$1000 balance by Tim Gutkowski, 2nd by Bridget Steffensen
 - The diving board is being refinished. Should be installed shortly.
 - Reserve Schedule Spending Budget presented- Projects projected over the next two years. Est. \$51,211 for 2016-17; \$64,400 2017-18
 - Pool Resurfacing/Replastering- pushed out to the Fall
 - Bids and Site plan for external lighting being gathered
 - Getting bids for additional security cameras
 - Staff adding 5 new employees
- **Vice President's Report:** Deb Eliason- Wrought iron on Associated/Greenbriar has been fixed. More lawns mowed in neighborhood following the blurb in the newsletter.
- **Architectural Control:** Chuck Palisin- Report submitted to staff and they will send letters accordingly. Storage Unit on Hillhaven will be gone by the end of the month. Deb and Chuck will be walking the neighborhood to gather a report of conditions of houses throughout Glenbrook.
- **Buildings & Grounds Report:** John Kern- Not present.
- **Community Relations:** Deb Eliason- Nothing to report.
- **Management Liaison:** Bridget Steffensen- Conducted Management review and will present recommendations to the Board for decisions in Executive Session. Will meet with staff following to inform them of the outcome.
- **Member Relations:** Christine Denbo- June 3rd is the neighborhood garage sale.

GLENBROOK ACTIVITY REPORTS:

- **Women's Club Report:** Nancy Foxhall stated that the Women's Club Spring Tea will be held 4/23/17. Scholarship applications due 4/14/17. Paint Nlte will be held on 5/6/17.
- **Swim Team Report:** Christine Denbo - Online registration is in place. Website is up and running. The season will be starting on May 8th for the AGe Group Program and the Masters Adult Program.
- **CERT:** Drill planned for 4/15/17 from 9am-12pm

BUSINESS ITEMS:

- **Old Business:** None
- **New Business:** None

- **Next Meeting:** Tuesday, 5/9/17 at 7:00 pm.
- **Pending Projects:** Nancy has list
- Motion to go into Executive Session at 8:35 pm by Tim Gutkowski; 2nd by Deb Eliason
 - Discussed Staff reviews and compensation.
 - Motion to adjourn Executive Session at 9:05 pm by Tim Gutkowski; 2nd by Bridget Steffensen
- **Meeting adjourned:** Christine Denbo motioned, Bridget Steffensen seconded. Approved. Meeting adjourned at 9:06 PM.

Respectfully submitted by Christine Denbo