

BREA GLENBROOK CLUB BOARD MEETING MINUTES
Tuesday, February 14, 2017

- **Meeting called to order:** 7:05 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;

- **Board Members Absent:** Buildings & Grounds, John Kern;
Architectural Control, Chuck Palisin;

- **Staff Present:** Nancy Foxhall; Phil Baker

- **Visitors:** Ginny Baker, 1953 Heather Circle

Rick Wooten, 1894 Ravencrest
Building 10x12 shed to be approved; will match house color
Motion to approve: Bridget Steffensen; 2nd: Christine Denbo
Approved

- **Secretary's Report:** Motion to approve the January '17 Minutes as submitted
Motioned by Deb Eliason, Seconded by Tim Gutkowski
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 cash balance is \$407,669.14. The Replacement Reserve account is up to \$207,091.12. Our Operating Reserve account is \$121,476. Income statement shows our year to date income to be \$11,729 thus far. Pre-paid dues balance is \$37,939. Accounts receivable balance for the month is \$4852.00. Our delinquency report has one action item- 1781 Moorpark is in collections; all others on the list have been sent letters. Motion to approve the Treasurer's and Accountant's Reports: Motioned by Bridget Steffensen; Seconded by Deb Eliason.
Treasurer's and Accountant's Reports approved.

- **Manager's Report:** Submitted by Nancy Foxhall. Second Neighborhood Watch meeting was held on January 17th. It was well attended. The carpets were cleaned and bathroom was fixed. Will be getting a cost analysis on LED lighting for the pool and three bids from pool companies to re-surface the pool in March. Nancy will also be getting the buzz gate repaired/replaced. There is flooding in the flower bed behind the clubhouse that John and Tim will take a look at. In the meantime, Nancy will be getting sandbags to put in the area. Reserve Study will be scheduled.
 - Back Patio Repair- Two estimates were submitted. Motion to choose DCE in the amount of \$4960 from Replacement Reserves: Tim Gutkowski Seconded by: Bridget Steffensen;
 - The diving board will be sent out by Lincoln Aquatics for repair. Motion to approve the cost to repair the board in the amount of \$2521.36 from Replacement Reserve account: Christine Denbo; 2nd Tim Gutkowski

- **Vice President's Report:** Deb Eliason- Nothing to report at this time.

- **Architectural Control:** Chuck Palisin- Not present- Report submitted to staff and they will send letters accordingly.

- **Buildings & Grounds Report:** John Kern- Not present- emailed that everything looks to be in good shape. Back Patio paver job should be scheduled soon.

- **Community Relations:** Deb Eliason- Christmas lights still up around the neighborhood

- **Management Liaison:** Bridget Steffensen- Impressed with the staff; will be meeting with Nancy soon

- **Member Relations:** Christine Denbo- Neighborhood Watch Meeting was a success. Many attended and most are now on the NextDoor App and/or our Glenbrook Community Watch FaceBook page. Attempted car break ins and package stealing still going on. We discussed how to be vigilant in keeping an eye out and the non emergency line to call if you have any feeling something is going on. "If you see something, say something"

GLENBROOK ACTIVITY REPORTS:

- **Women's Club Report:** Nancy Foxhall stated that the Women's Club Spring tea will be held 4/23/17. The Annual Oscar Night will be held on 2/26/17. Scheduling a Paint Nite Party for March hopefully. Scholarship applications due 4/14

- **Swim Team Report:** Christine Denbo reported that Spring registration will begin in the end of February or the beginning of March. Trying to get online registration in place. The season would be starting in late April. Glenbrook residents will have a priority registration period and then registration will open to non-residents.

- **CERT:** CERT is Meeting 2/15/17; Planning a drill soon

BUSINESS ITEMS:

- **Old Business:** None
- **New Business:**
 - **Renew mini retainer for our lawyer. Motion to approve renewing the mini retainer for the law firm in the amount of \$1000 from the legal fees account.** Motioned by Bridget Steffensen; Seconded by Deb Eliason.
 - Pending Lien- Pre-lien demand letter sent to 1781 Moorpark, Brea; no response
Motion to approve recording a lien on the property: 1781 Moorpark, Brea CA 92821 (Mortimer Zhang, Parcel # 32002353)
Motioned by Tim Gutkowski, Seconded by Deb Eliason; Approved

- **Next Meeting:** Tuesday, 3/14/17 at 7:00 pm.
- **Pending Projects:** Getting bids
- **Meeting adjourned:** Christine Denbo motioned, Tim Gutkowski seconded. Approved. Meeting adjourned at 8:32 PM.

Respectfully submitted by Christine Denbo