

BREA GLENBROOK CLUB BOARD MEETING MINUTES

Tuesday, March 14, 2017

- **Meeting called to order:** 7:08 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;
Buildings & Grounds, John Kern;
Architectural Control, Chuck Palisin;
- **Board Members Absent:** None
- **Staff Present:** Nancy Foxhall; Phil Baker
- **Visitors:** Ginny Baker, 1953 Heather Circle
- **Secretary's Report:** Motion to approve the February 14, 2017 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 \$416,343. The Replacement Reserve account is up to \$207,000. Our Operating Reserve account is currently at \$121,526. Income statement shows our year to date profit to be \$13,745. We are \$12,127 under budget. Pre-paid dues balance is \$40,609.
Accounts receivable balance for the month is \$3392.00.
Delinquency report update- 1781 Moorpark is paid in full. 223 Redbay balance paid in full plus legal fees.
Motion to approve the Treasurer's and Accountant's Reports:
Motioned by Deb Eliason; Seconded by: John Kern
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-completed
 - The diving board is being refinished
 - Reserve Study/Report completed
 - Pool Resurfacing/Replastering needed- cost is \$23-37,00.00 and will take 6-8 weeks. Both wader and pool need. Gathering bids for the April meeting.
 - Bids and Site plan for external lighting being gathered
 - Getting bids for additional security cameras
 - Projects on the horizon-
 - resurface basketball court- within next 2 years

- replace bathroom counters and sinks- soon
 - replace water fountain- asap
 - pool table to be re-felting- soon
 - replace paper on the roof under the tiles- asap
- **Vice President's Report:** Deb Eliason- Place a blurb in the bulletin regarding keeping yards up.
 - **Architectural Control:** Chuck Palisin- Report submitted to staff and they will send letters accordingly. Greenbriar home- letter will be sent with information regarding the "Love Brea" program to help upkeep their yard/front of home. Also asking them to appear at a meeting. John will draft a statement for board review and submit to Nancy to run regarding violations of maintaining landscaping in April.
 - **Buildings & Grounds Report:** John Kern- Nothing to report.
 - **Community Relations:** Deb Eliason- Nothing to report.
 - **Management Liaison:** Bridget Steffensen- Sending out Management review and recommendations to the Board for evaluations. Will meet with staff to give reviews and salary recommendations for our upcoming budget planning.
 - **Member Relations:** Christine Denbo- More burglaries in the neighborhood. Suggested the possibility of a patrol service.

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
- **Swim Team Report:** Christine Denbo - Still trying to get online registration in place. The season will be starting on May 8th.
- **CERT:** CERT is Meeting 3/15/17; Drill planned for 4/15/17.

BUSINESS ITEMS:

- **Old Business:** None
- **New Business:**
50 year anniversary of Glenbrook is in 2018. Deb and Christine will collaborate to plan a celebration event.
- **Next Meeting:** Tuesday, 4/11/17 at 7:00 pm.
- **Pending Projects:** Getting bids
- **Meeting adjourned:** Tim Gutkowski motioned, Bridget Steffensen seconded. Approved. Meeting adjourned at 8:17 PM.

Respectfully submitted by Christine Denbo