

BREA GLENBROOK CLUB BOARD MEETING MINUTES
Tuesday, September 12, 2017

- **Meeting called to order:** 7:05 PM by Beth Riley, President
- **Board Members Present:** Buildings & Grounds, John Kern;
Treasurer, Tim Gutkowski;
Secretary/Member Relations, Christine Denbo;
Vice President/Community Relations, Deb Eliason;
Architectural Control, Darcie Giacchetto
- **Board Members Absent:** Management Liaison, Bridget Steffensen
- **Staff Present:** Nancy Foxhall; Phil Baker
- **Visitors:** Ginny Baker, 1953 Heather Circle
- **Secretary's Report:** Motion to approve the July '17 Minutes
Motioned by Tim Gutkowski
Seconded by Christine Denbo, Minutes approved.
- **Treasurer's Report:** Tim Gutkowski presented the financials.
All financials submitted were reviewed, checked and balanced.
- **Accountant's Report:** Phil Baker, our accountant, presented the financial summaries.
Our Operating Reserve account currently stands at \$136,326.68. The Replacement Reserve account is currently at \$220,383.87. Glenbrook's Accounts Receivable/Delinquency Report is much improved. Letters have been sent to all homeowners who have these past due accounts.
Staff/Board to set up a Project Proposal Form to obtain a realistic Replacement Reserve need and forecast/plan project completion dates/goals. It is suggested that Board Members sign off invoices as part of the proposal form and approvals of projects should also be notated on the Form

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.
 - Bathroom Plumbing and bid updates
 - Getting new IT support
 - Video Security System Upgrade in process. Approved bid did not include 3 additional cameras- Bid currently \$2300 from Video Security Solutions. Nancy directed to try to get bid reduced.
 - Fall Family Fun Night 10/14/17 6-9 pm
 - Workman's Comp increased
 - Bid presented for Lighting Project- projected cost \$2648.00 plus poles. Will revisit after the bathroom project.

- **Vice President's Report:** Deb Eliason- Nothing to report

- **Architectural Control:** Darcie Giacchetto- Letters sent. #rd notice violators will be invited to the next Board Meeting.

- **Buildings & Grounds Report:** John Kern- Heading bathroom repipe and remodel project with Tim. Will meet with contractor to get architect and engineer info. Project slated for January/February. Buzz gate is fixed; New pool gate possibly needed; Diving board works great' exposed wiring new playground needs to be repaired ASAP

- **Community Relations:** Deb Eliason- Fences and slopes need to be maintained; Nancy will call the City/Fire regarding the brush.

- **Management Liaison:** Bridget Steffensen- Not present

- **Member Relations:** Christine Denbo- Neighborhood Watch meeting needs to be planned.

GLENBROOK ACTIVITY REPORTS:

- **Women's Club Report:** Nancy Foxhall - Progressive Dinner- Gourmet Picnic- 10/3/17; Revving up for Holiday Bazaar on 12/2/17
- **Swim Team Report:** Christine Denbo - 4th place at Championships; 3rd place at Finals
- **CERT:** Nancy- Meeting next week; Going through the storage unit and will possibly add a cooling unit.
- **Neighborhood watch:** Meeting will be scheduled for September '17

BUSINESS ITEMS:

- **Old Business:** **Annual Meeting:** Tonight- 9/12/17
- **New Business:**
 - Fall Festival Scheduled for 10/14/17
 - Multiple trucks with flat tires on Hillhaven

- **Meeting adjourned:** Tim Gutkowski motioned,
John Kern seconded.
Approved. Meeting adjourned at 8:00 PM.

Respectfully submitted by Christine Denbo, Secretary