

BREA GLENBROOK CLUB BOARD MEETING MINUTES
Tuesday, January 9, 2018

- **Meeting called to order:** 7:10 PM by Beth Riley, President
- **Board Members Present:** Vice President/Community Relations, Deb Eliason
Secretary/Member Relations, Christine Denbo;
Buildings & Grounds, John Kern;
Architectural Control, Darcie Giacchetto;
Management Liaison, Bridget Steffensen
- **Board Members Absent:** Treasurer, Tim Gutkowski
- **Staff Present:** Nancy Foxhall; Phil Baker
- **Visitors:** Ginny Baker, 1953 Heather Circle
Mark Uyemura, 1663 Holly
Kelly Lewis, 1615 Holly
- **Website Presentation:** Presentation of the new website,
features and functionality and research put into it.
- **Secretary's Report:** Motion to approve the
November 7, 2017, December 12, 2017 and
December 23, 2017 Minutes
Motioned by Deb Eliason;
Seconded by Darcie Giacchetto,
Minutes approved.
- **Treasurer's Report:** Tim Gutkowski-absent.
- **Accountant's Report:** Phil Baker
Need invoices from all contractors for all payments/progress payments. Our cash
balance is \$412, 409.28. The Operating Reserve account is currently has
\$136,526. The Replacement Reserve account is currently at \$234,104.87.
Discussed possibility of transferring from Operating Reserve account to the
Replacement Reserve Account to fund the bathroom/plumbing remodel project to
keep the Reserve Account percentage funded adequately. Will visit as project
progresses.
Motion to approve the Accountant's Reports:
Motioned by Bridget Steffensen; Seconded by: Deb Eliason
Accountant's Reports approved.

- **Manager's Report:** Submitted by Nancy Foxhall.
 - Website maintenance will be \$125/month. Will discuss further and vote on approval in February.
 - Per Board direction, the Clubhouse closed to any and all rentals for the months of January and February
 - Association Studies for Reserve Study has been contacted - fee will be \$425
 - Lawyer Mini Retainer Renewal in the amount of \$1000.
Motion to approve:
Motioned by Christine Denbo; Seconded by: Deb Eliason. Approved.

- **Vice President's Report:** Deb Eliason- No report

- **Architectural Control:** Darcie Giacchetto
 - Violation report presented; letters sent accordingly
 - 27% of homeowners have landscaping violations.
 - Add section in the newsletter to take pride in ownership

- **Buildings & Grounds Report:** John Kern
 - Demo done by Endrease. Materials have been removed.
 - Trenchless- created access point, removed the drops where the showers were. Some piping was cracked/full of roots and were removed from the shower area. Sycamore tree is where the root problem is coming from and will need to be removed. Vents were reconnected, concrete laid, drops laid, and plumbing descaled. Cannot descale plumbing from the bathroom to the kitchen. Will hydroblast the line instead. Will epoxy coat the line on Friday. Will be done until floors are completed and will come back to install the toilets. One \$500 change order has been done to get rid of an old vent pipe and configure a new set-up.
 - Encrease still hasn't furnished Workers Comp Insurance. Deadline to furnish is this Friday or contractor will be terminated.
 - Drywall, framing, and tile still need to be done. Project completion looking at 3-4 more weeks.
 - GCM is back in town and can get a crew out next week if we terminate Encrease. GCM would amend their bid to decrease the cost by \$8110 because the demo has already been completed. John will contact GCM

for a final estimate with start and finish date estimates.

- o Motion to have John hire GCM on Friday if Encrease does not furnish proof of insurance.

Motioned by Christine Denbo; Seconded by: Deb Eliason. Approved.

- o Motion to amend December 12, 2017 minutes to approve project expenditure not to exceed \$75,000.00 from Replacement Reserve Account to account for the cost increase if contracting GCM to complete the project instead of Encrease.

Motion to approve:

Motioned by John Kern; Seconded by: Deb Eliason. Approved.

- **Community Relations:** Deb Eliason- No report
- **Management Liaison:** Bridget Steffensen- No report
- **Member Relations:** Christine Denbo-
 - o Neighborhood Watch meeting was held; next meeting in February 2018

GLENBROOK ACTIVITY REPORTS:

- **Women's Club Report:** Nancy Foxhall
 - o March- Academy Awards Party
- **Swim Team Report:** Christine Denbo
 - o Children's Shopping Day recap
- **CERT:**
 - o Drill on Saturday

BUSINESS ITEMS:

- **Old Business:** None
- **New Business:** Getting quote on tree removal
- **Bulletin Deadline:** 1/19/18
- **Meeting adjourned:** John Kern motioned,
Deb Eliason seconded.
Approved. Meeting adjourned at 9:24 PM.

Respectfully submitted by Christine Denbo, Secretary