

BREA GLENBROOK CLUB BOARD MEETING MINUTES
Tuesday, March 12, 2018

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

- **Board Members Present:** President, Beth Riley;
Vice President, Deb Eliason;
Management Liaison, Christine Denbo;
Member Relations, Bridget Steffensen;
Buildings & Grounds, John Kern;
Architectural Control, Darcie Giacchetto

- **Board Members Absent:** Secretary, John Hubbs;
Treasurer, Irene Tcholokhian
 - Letter read. Due to health concerns, John Hubbs and Irene Tcholokhian have resigned

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

- **Visitors:** Ginny Baker

- **Secretary's Report:** Christine Denbo for John Hubbs (not present)
Motion to approve the
February 2019 Minutes
Motioned by: Deb Eliason
Seconded by: Bridget Steffensen
Minutes approved with the correction of Deb's name
throughout the minutes.

- **Treasurer's Report:** Irene Tcholokhian - not present

- **Accountant's Report:** Phil Baker
 - February 2019 Financials were prepared and presented by Phil Baker. Our cash balance at month end is \$439,111.57 . The Replacement Reserve balance is currently at \$223,292.98. Delinquent Accounts Receivable stands at \$3,870.00. Year to Date Income is \$7,473.21 bringing us Year to Date under budget by \$5,988.21
Motion to approve the Accountant's Report as presented:
Motioned by: Deb Eliason
Seconded by: John Kern
Accountant's Report approved.

- **Manager's Report:** Submitted by Nancy Foxhall
 - Rain gutters installed
 - Pool Deck bathroom demo started 3/1//19
 - Pool Start up bid presented
 - Motion for Aqua Trends to perform pool chemical start up
 - Not to exceed \$1901.66 from the Operational Reserve Account.
 - Motioned by: Christine Denbo
 - Seconded by: John Kern
 - Approved.
 - Pool RePlastering update
 - Change Order 1: needed to bring pool/pool area up to code
 - Motion for Premier Pavers change order 1- fencing, Gates, Alarms
 - Not to exceed \$2600 from the Replacement Reserve Account.
 - Motioned by: John Kern
 - Seconded by: Bridget Steffensen
 - Approved.
 - Bids for floors, walls and Paint presented
 - Gathering replacement window bids for MPR
 - Reserve Study is being put together

- **Vice President's Report:** Deb Eliason -
 - Nancy to call City of Brea re:slopes on Associated

- **Architectural Control:** Darcie Giacchetto- Report Presented
 - Nancy will direct lawyer to send letter to Castlegate address

- **Buildings & Grounds Report:** John Kern
 - Revised bid from GCM for pool deck bathrooms came in \$20 lower than previous bid
 - Added recessed lighting
 - Flooring samples for pool deck bathrooms coming- John, Nancy, Christine will decide
 - Pool deck restrooms and equipment room have roof leak as well as termite damage and ants. Getting bid from Santiago Roofing.
 - Trees and shrubs from behind pool deck bathroom building need to be removed and sprinklers need to be permanently capped off in that area
 - Large Tree and shrubs need to be removed from back patio outside office window.
 - Additional gutters must be installed on pool deck bathroom building. Getting bids

- **Community Relations:** Vacant

- **Management Liaison:** Christine Denbo
 - Updating Rental Agreement, Clubhouse Rules & Regulations and Pool Rules & Regulations
 - Formulating Manager review for BOD
 - Nancy to provide a Day Camp cost/benefit
 - While under construction, rentals to be held in game room and outdoors only
 - Bids below presented to BOD for approval.

Motioned by: Christine Denbo

Seconded by: unanimously approved

Item A	B&J Tree Service	Tree behind clubhouse- removal and grind stump	\$800
Item B	MTZ Sheetmetal	Gutters/downspouts on pool deck bathroom building	\$480
Item C	Santiago Roofing	Repair/Replace roof on pool deck bathroom building	\$3,780
Item D	N&T Global	Fix sprinklers behind pool (\$450) and remove birds of paradise and shrubs from back of pool bathrooms that lean against the building (\$700)	\$1,150
Item E	Premier Buliders	Change Order: Fix City code compliance issues: The extra work is to ground all 7 equalizer lines, ground starting block, and ground handrails.	\$3,000

- **Member Relations:** Bridget Steffensen
 - Updating Welcome packet

GLENBROOK ACTIVITY REPORTS:

- **Women’s Club Report:** Nancy Foxhall
 - Scholarship
- **Swim Team Report:** Christine Denbo
 - Waiting until pool is completed to figure out registration/season dates
- **CERT:** Nancy Foxhall- no report

BUSINESS ITEMS:

- **Old Business:**

- **New Business:**
 - Memorial Day 2019- Glenbrook 50th Anniversary Celebration
 - Deb Eliason to assume Treasurer Position
 - Christine Denbo to assume Secretary Position
 - Remove Irene Tcholakian from all signature cards

- **Pending Projects:**
 - Pool Deck bathrooms
 - Pool Deck Resurfacing
 - MPR/ Kitchen/Lounge renovation

- **Bulletin Deadline:** 3/22/19

- **Meeting adjourned:** Motioned by: John Kern
Seconded by: Deb Eliason

Approved. Meeting adjourned at 8:55 PM.

Minutes Respectfully submitted by Christine Denbo