

**BREA GLENBROOK CLUB BOARD MEETING MINUTES**  
**Tuesday, April 9, 2019**

- **Meeting called to order:** 7:07 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 Member Changes:** Remove Deb Eliason from Vice President position  
Deb Eliason will now be our Treasurer.  
Motioned by: Bridget Steffensen  
Seconded by: Christine Denbo  
Approved.  
  
Secretary will now be Christine Denbo.  
Motioned by: Deb Eliason  
Seconded by: John Kern  
Approved.
  
- **Staff Present:** Nancy Foxhall, Phil Baker
  
- **Visitors:** Ginny Baker  
Karen & John Wink, Camphor Cr.  
Betty Bidwell, Camphor Cr.
  
- **Secretary's Report:** Christine Denbo  
Motion to approve the March 2019 Minutes  
Motioned by: Deb Eliason  
Seconded by: Bridget Steffensen  
Minutes approved.
  
- **Treasurer's Report:** No report

- **Accountant's Report:** Phil Baker
  - Annual Audit Presented
  - March 2019 Financials were prepared and presented by Phil Baker. Our cash balance at month end is \$374,247.05 . The Replacement Reserve balance is currently at \$158,530.59. Delinquent Accounts Receivable stands at \$2530.00. Year to Date Income is \$6208.60 bringing us Year to Date under budget by \$1438.60
    - Motion to approve the Accountant's Report as presented:
    - Motioned by: Bridget Steffensen
    - Seconded by: John Kern
    - Accountant's Report approved
  
- **Manager's Report:** Submitted by Nancy Foxhall
  - Downspouts installed on pool deck storage room
  - Pool Deck bathroom update given
  - Pool RePlastering update
  - Bids for floors, walls and paint presented
    - Motion to approve the PDC Interiors flooring bid not to exceed \$7680 from the Replacement Reserve account:
      - Motioned by: Deb Eliason
      - Seconded by: Christine Denbo. Approved
      - Flooring will be installed the end of April
    - Motion to approve the Alpha Painting bid not to exceed \$3500 from the Replacement Reserve account:
      - Motioned by: Deb Eliason
      - Seconded by: Bridget Steffensen. Approved
      - Painting will be scheduled the end of April/beginning of May
  - Replacement windows ordered and will be installed in May
  - Reserve Study
  
- **Vice President's Report:** Vacant
  
- **Architectural Control:** Darcie Giacchetto- Report Presented
  
- **Buildings & Grounds Report:** John Kern
  - Bathroom renovation almost completed
  - Starting to think ahead to the drainage issues in the back of the clubhouse and determine solutions

- **Member / Community Relations:** Bridget Steffensen
  - Presented a Welcome Packet that she is putting together to give residents upon move in. Looking for more info and feedback to add to it and amend.
  
- **Management Liaison:** Christine Denbo
  - Presented Rental Agreement, Clubhouse Rules & Regulations and Pool Rules & Regulations- Asked for Board feedback by Friday with any amendments. Pending no additional feedback, documents will be added to the website and given to membership.
  - Manager review fto be discussed next meeting
  - Updated Rental Contract Presented and Approved pending minor wording change
  - Day Camp Expense/Revenue Study Presented. After much discussion, motion to discontinue Day Camp for 2019 was presented.  
Motioned by: Deb Eliason  
Seconded by: Bridget Steffensen. Approved

#### **GLENBROOK ACTIVITY REPORTS:**

- **Women's Club Report:** Nancy Foxhall
  - Scholarship
- **Swim Team Report:** Christine Denbo
  - Registration is opening to Glenbrook residents this week. Season start date is Monday, May 20th, 2019.
- **CERT:** Nancy Foxhall- Meeting on Friday

#### **BUSINESS ITEMS:**

- **Old Business:** none
  
- **New Business:**
  - Memorial Day 2019- Glenbrook 50th Anniversary Celebration
  - Budget to be discussed at May 2019 meeting
  
- **Pending Projects:**
  - Pool Deck bathrooms
  - MPR/ Kitchen/Lounge- windows, flooring, painting and drywall
  
- **Bulletin Deadline:** 4/22/19
  
- **Meeting adjourned:** Motioned by: Christine Denbo/ Seconded by: Deb Eliason  
Approved. Meeting adjourned at 9:20 PM.  
Minutes Respectfully submitted by Christine Denbo