

**BREA GLENBROOK CLUB BOARD MEETING MINUTES**  
**Tuesday, April 7, 2020**  
**Special Meeting- COVID-19 - Zoom Meeting**  
**Regular Monthly Meeting Canceled**

- **Meeting called to order:** 7:00 PM
  
- **Board Members Present:** President, Beth Riley;  
Vice-President, Deb Eliason;  
Treasurer, John Kern;  
Secretary/Management Liaison, Christine Denbo;  
Architectural Control, Darcie Giacchetto;  
Buildings & Grounds, Ed Munson;  
Community Relations, Ted Gribble;  
Member Relations, Bridget Steffensen
  
- **Staff Present:** Nancy Foxhall
  
- **Vice President's Report:** Deb Eliason- No Report
  
- **Secretary's Report:** Christine Denbo  
Will approve the March 2020 Minutes at the next regular meeting.
  
- **Treasurer's Report:** John Kern- Report Presented
  
- **Financial Reports presented for Approval:** prepared by Phil Baker,  
presented by Christine Denbo  
March 2020 Financials were prepared and presented by Phil Baker. Our cash balance at the end of March 2020 is \$383,009.90 . The Replacement Reserve balance for the month of March is currently at \$161,645.67. March 2020 month-end Delinquent HOA Dues Accounts Receivable stands at \$3,940.00..  
Motion to approve the Financials and the  
Treasurer's/Accountant's Report as presented:  
Motioned by: Deb Eliason  
Seconded by: Bridget Steffensen  
Approved.

## **BREA GLENBROOK CLUB BOARD MEETING MINUTES**

- **Manager's Report:** Nancy Foxhall
  - Clubhouse and all facilities will remain closed in accordance with Stay at Home Order. Manager will be in the office M-F from 9am-12pm to process escrow paperwork, do billing, etc. All rentals have been canceled and homeowners notified.
  - Bids presented to replace air conditioning units throughout the clubhouse
    - Motion to approve the bid from Air Concepts not to exceed \$37,000 from the replacement reserve account.
      - Motioned by: Christine Denbo
      - Seconded by: Ed Munson
      - Approved.
  - Tree Bid to remove tree trees on Glenbrook property backing up to 352 Valverde Ave/ (Remove and Grind - 3 sycamore Trees and 5 Birds of Paradise)
    - Motion to approve the bid from B & J Tree Service not to exceed \$4250.00 from the operational reserve account.
      - Motioned by: Deb Eliason
      - Seconded by: Christine Denbo
      - Approved.
  
- **Architectural Control:** Darcie Giacchetto- No Report
- **Buildings & Grounds Report:** Ed Munson- No Report
- **Community Relations:** Ted Gribble- No Report
- **Member Relations:** Bridget Steffensen- No Report
- **Management Liaison:** Christine Denbo - No Report
  
- **Meeting adjourned:** Motioned by: Deb Eliason  
Seconded by: Bridget Steffensen  
Approved.  
Meeting adjourned at 7:40 PM

Minutes Respectfully submitted by Christine Denbo