

# BREA GLENBROOK CLUB BOARD MEETING MINUTES

Tuesday, June 18, 2021

- **Meeting called to order: 5:35 PM**
  
- **Board Members Present:**
  - President, Beth Riley;
  - Secretary/Management Liaison, Christine Denbo;
  - Community Relations, Ted Gribble;
  - Buildings & Grounds, Ed Munson;
  - Member Relations, Bridget Steffensen
  
- **Board Members Absent:**
  - Vice-President/Treasurer, Deb Eliason;
  - Architectural Control, Darcie Giacchetto;
  
- **Staff Present:** Nancy Foxhall
- **Visitors:** Ginny Baker
  
- **Vice President's Report:**
  - Deb Eliason- Not Present
- **Secretary's Report:** Christine Denbo
  - Motion to approve the May 2021 Minutes
  - Motioned by: Ted Gribble
  - Seconded by: Bridget Steffensen
  - Minutes approved.
  
- **Treasurer's Report:** No report given.

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- **Financial Report presented for Approval:**

Prepared by Phil Baker. Presented by Christine Denbo.

The May 2021 Financials were prepared by Phil Baker. Our cash balance at the end of May 2021 was \$495,063.02. The Replacement Reserve balance for the month of May totals \$183,026.72. May 2021 month-end Delinquent HOA Dues Accounts Receivable were \$2445.00 for 33 properties ranging in balances due from \$10-\$280.

Motion to approve the May 2021 Financials and the Treasurer's/Accountant's Reports as presented:

Motioned by: Bridget Steffensen

Seconded by: Ted Gribble

Approved.

- **Manager's Report:** Nancy Foxhall

- Need to purchase additional rubber mulch.

Motion to purchase additional mulch for the playground from Home Depot, not to exceed \$1600 from the replacement reserve account:

Motioned by: Ed Munson

Seconded by: Ted Gribble

Approved.

- Fall Family Fun Night scheduled for 10/2/2021 from 6-9pm

- Liability Insurance Renewal is due. Rey Insurance Proposal was presented and reviewed.

Motion to renew the liability insurance policy from Rey Insurance in the amount of \$24,98.65.:

Motioned by: Ted Gribble

Seconded by: Christine Denbo

Approved.

- Pickleball court lines were repainted.

- Swim Lessons starts on Monday, 6/28/21 with reduced sessions and number of swimmers per class.

- Pool furniture will be coming mid-July

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- o Landscaping bid for the front and back of clubhouse clean up was presented.

Motion to approve the bid from N&T Global Services in the amount of \$2600.00 from the Operational Reserve Account

Motioned by: Christine Denbo

Seconded by: Ted Gribble

Approved.

- o Window replacement deposit was made and is scheduled for installation on 8/16/21
- o Canceled wicker furniture from Patio Shoppers due to additional shipping costs and delays. Purchased different furniture through Living Spaces at a cost of \$3722.00. (this saved us money) Should be delivered 7/2/2021.
- o Look into and get bids for new furniture for the lounge.
- o Modified 4th of July BBQ planned. Residents must RSVP. Residents ONLY, no guests for this special event.
- o ReOpening Plan revisited
  - Rental Policy as of June 2021: 50 people max outdoors, 30 people max indoors, at Nancy's discretion. Hosts must sign the all/COVID waivers and are responsible for their guests. All liability and COVID policies will be posted around the facility.
  - Regular Pool Use: New pool hours are 12-6:45 pm beginning 6/21/21. All members must still sign waivers and show cards to use the facility. Only 3 guests permitted per address.
  - Aqua Aerobics begins 6/21; Swim Lessons Start 6/28; Swim Team & Masters starts 6/21.

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- o Bid for electrical work from Universal Wiring was presented.
  - 1- Install an electric hot water heater on the pool deck.
  - 2- Replace and install 2 broken lights at the entrance.
  - 3- Install 2 new ceiling fans in the main lounge and kitchen.

Motion to approve the bid from Universal Wiring in the amount of \$1500.00 for from the operational reserve account :

Motioned by: Christine Denbo

Seconded by: Bridget Steffensen

Approved.

- o Bid to implement twice weekly cleaning of the clubhouse/bathrooms/etc was presented.

Motion to approve the bid from OC Janitorial in the amount of \$430.00/month for twice weekly cleaning from the operational reserve account :

Motioned by: Ted Gribble

Seconded by: Bridget Steffensen

Approved.

- **Architectural Control:** Darcie Giacchetto- Not Present  
Letters have been sent.
- **Buildings & Grounds:** Ed Munson- Report Presented
- **Community Relations:** Ted Gribble- Report Presented  
Median Project to start in July.
- **Member Relations:** Bridget Steffensen- Report Presented  
Neighborhood Garage Sale Recap  
Will be scheduling the Singles group to meet again soon
- **Management Liaison:** Christine Denbo -  
Report Presented with Manager's Report
  - Reopening Plan discussed
  - Start of Aqua, Swim Lessons, Masters and Swim Team.
  - Modified 4th of July BBQ.
  - Facility guest policy
  - Cleaning Services

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**GLENBROOK ACTIVITY REPORTS:**

- **Women's Club Report:** Selling spots for the 2021 Holiday Bazaar
- **CERT:** No Report
- **Swim Team Report:** Masters and Swim Team start 6/21/21 for a modified season.

**BUSINESS ITEMS:**

**Old Business:** None

**New Business:** None

**Bulletin Deadline:** 6/21/21

**Meeting adjourned:**

Motioned by: Ed Munson

Seconded by: Ted Gribble

Approved.

**Meeting adjourned at 6:55 PM.**

Minutes Respectfully submitted by Christine Denbo.