

**GLENBROOK COTTAGE AND TOWNHOME ASSOCIATION**  
**MINUTES OF THE BOARD OF DIRECTORS' MEETING** Held  
electronically on Thursday, February 08, 2024 at 9:00 a.m.

**BOARD MEMBERS:**

Randall Bolten	President ( <i>Chair</i> )
Kent Imrie	Vice-President
Bill Blucher	Treasurer
Gaby Nejasnich	Secretary
John French	Director

**INVITEES:**

Nicholas Saadi	Community Association Manager (CAM), Alpenhof Management Services, LLC
Tom O'Neil	Chief Financial Officer, Alpenhof Management Services, LLC ( <i>departed at 9:40 a.m.</i> )
Tom Callaghan	Facilities Manager, Glenbrook Cottage and Townhome Association ( <i>arrived at 9:40 a.m., departed at 10:50 a.m.</i> )
Erin Lambert	Recording Secretary, Minutes On-Time

**HOMEOWNERS PRESENT:**

Candy Levien 259 Short Road  
Caroline La Voie 291 Old Highway 50  
Claude Hutchison 2031 Pray Meadow Road

**1. CALL TO ORDER**

There being proper notice of meeting and a quorum present, Randall Bolten, presiding as Chair, performed the roll call and duly called the meeting to order at 9:00 a.m.

**2. MEMBERS' FORUM**

*Comments were limited to three (3) minutes per speaker, non-transferrable. Per NRS 116.31085(1) and 116.31083(5), homeowners may speak at any board meeting during the "members forum" portion of the meeting; however, time is limited. Homeowner comments and discussion of those comments at the beginning of each meeting must be limited to items listed on the agenda. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item on which action may be taken.*

There were no comments for the members' forum.

**3. REVIEW AND APPROVAL OF MINUTES**

### **MEETING MINUTES OF NOVEMBER 3**

The minutes of the Board of Directors' meeting held Friday, November 03, 2023, were approved as read without any errors or omissions.

*On a motion made by Kent Imrie, and seconded by John French, it was proposed that the minutes of the Board of Directors' meeting of Friday, November 03, 2023, be approved as presented. All in favor, motion carried.*



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### **SPECIAL MEETING MINUTES OF DECEMBER 21**

The minutes of the Special Board of Directors' meeting held Thursday, December 21, 2023, were approved as read without any errors or omissions.

*On a motion made by Bill Blucher, and seconded by Randall Bolten, it was proposed that the minutes of the Special Board of Directors' meeting of Thursday, December 21, 2023, be approved as presented. All in favor, motion carried.*

## **4. REVIEW OF FINANCIAL STATEMENTS**

### **FINANCIAL STATEMENTS PERIOD ENDING DECEMBER 31**

Bill Blucher provided a report on the unaudited financial statements for the period ending Sunday, December 31, 2023. He advised that the financial statements will not be accepted at this meeting as the financial statements were received five days prior to the meeting.

Tom O'Neil advised the Board to review the stub period financial statements and the year-to-date general ledger from IPM before transferring the financial statements to Alpenhof.

Nicholas Saadi noted that the Association continues to have access to the financial information with IPM.

Approval of the unaudited financial statements for the period ending Sunday, December 31, 2023, was deferred.

Tom O'Neil provided an update on the transition from IPM to Alpenhof. He noted that the invoices were paid, the check signers were established, and the bank accounts operated by IPM were closed and new bank accounts to be operated by Alpenhof were opened. The Cottage operating account was assigned as the only account to receive the membership dues because only one account is permitted. The January 2024 financial statements will be provided via the Alpenhof accounting system this week, the reserve transfer for January 2024 will happen in February and the members with outstanding dues will be provided with account statements.

### **RESERVE FUND INVESTMENTS**

Bill Blucher noted that there were three CDs in the approximate amount of \$200,000 each, with renewal dates of May 16 and August 8 and November 15. He recommended that the CDs to mature on May 16 not be renewed to retain cash in the account for projects.

Tom O'Neil requested that the Board provide the investment statements, as he does not have online access.

**Action: Bill Blucher to provide Tom O'Neill with the investment statements from Morgan Stanley.**

## **5. NEW BUSINESS**

### **INSURANCE CLAIM – CHRISTENSEN**

Management noted that Mr. Christensen, 216 Glenbrook Inn Road, experienced an interior leak from a toilet last winter, and his insurance company USAA requested that the Association file a claim with its insurance provider. Management provided the Association's Rules and Regulations noting that the homeowners are responsible for the interior of their units.



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Kent Imrie agreed that the homeowners are responsible for the interior of their units and that USAA procedurally must request the Association to submit a claim prior to initiating a claim by the homeowner. Kent Imrie noted that an insurance claim would not be submitted by the Association.

### **CYBER INSURANCE**

Management noted that legislation SB 378 was passed which requires homeowner's associations to have cyber insurance if online payment processing is offered by the association. Management provided a proposal from Farmer's Insurance to increase cyber liability to \$250,000 at a cost of \$242.

*On a motion made by Kent Imrie, and seconded by John French, it was proposed that the proposal from Farmer's Insurance to increase cyber liability to \$250,000 at a cost of \$242 be approved. All in favor, motion carried.*

### **LANDSCAPING CONTRACT RENEWAL**

Management noted that the landscaping contract with Mountain View Landscaping is up for renewal at the same price, as the initial proposal was for a three-year period. The landscaping contract will go to tender next year. It was noted that the landscaping contract will include that dump fees would be split 50% to be paid by Mountain View and 50% to be split between GCTA and GHOA. Gaby Nejasmich asked if some of the materials being dumped, such as wood, could be repurposed for use throughout the Association.

Management responded that it would be possible; however, the Association may not have the resources for repurposing to be feasible.

Kent Imrie asked for the amount paid for dump fees in the previous year to understand what the dump fees may be for the third year of the landscaping contract.

Management estimated that approximately \$30,000 was spent on dump fees in the previous year. Tom Callahan noted that the total bill for winter cleanup will likely be much less than the previous year due to the light winter weather.

Management noted that clarity is required for landscaping items that are the homeowners' responsibility versus the landscaper's responsibility to be provided to Matt from Mountain View and for management to provide clarity to the process for landscaping requests from homeowners. Gaby Nejasmich recommended providing a menu of extra landscaping items to be provided by the landscapers.

Management noted that the cottages have a variety of landscaping needs so it may be difficult to create a menu of landscaping items that work for all homeowners.

*On a motion made by Randall Bolten, and seconded by Kent Imrie, it was proposed that the landscaping contract renewal with Mountain View Landscaping including dump fees be approved. All in favor, motion carried.*

### **ANNUAL MEMBERS' MEETING, BOARD ELECTIONS & RECORD DATE, APPOINTMENT OF NOMINATING COMMITTEE & OTHER ELECTION ITEMS**

Randall Bolten noted that the annual members' meeting is scheduled for August 10, 2024. There are three positions up for election – Bill Blucher, John French, and Gaby Nejasnich. Randall Bolten and Kent Imrie will act as the Nominating Committee, and the Board agreed to appoint McLintock as the Inspector of Elections.

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*On a motion made by John French, and seconded by Bill Blucher, it was proposed that the annual member's meeting date be scheduled for August 10, 2024, and that Randall Bolten and Kent Imrie will act as the Nominating Committee. All in favor, motion carried.*

*On a motion made by Randall Bolten, and seconded by Kent Imrie, it was proposed that McLintock act as the Inspector of Elections. All in favor, motion carried.*

## **6. COMMITTEES**

### **LANDSCAPING COMMITTEE UPDATE**

Kent Imrie noted that the Landscaping Committee will review the inspections performed at the end of 2023, and GHOA requested that a member from the GHOA Board, Roger La Voie, be added to the Landscaping Committee going forward.

The Board agreed to add Roger La Voie to the Landscaping Committee.

### **ROOFING COMMITTEE UPDATE**

John French noted that the Roofing Committee reviewed the proposals from Giant Roofing and CID Roofing, and the Roofing Committee recommended selecting CID Roofing.

Tom Callahan noted that CID Roofing was asked to provide increase insurance bond limit, which was increased to \$600,000 per roof, as well as increased insurance liability, which was increased to \$2 million. Extended warranties would be purchased for the project and warranty inspections would be performed.

Kent Imrie recommended that the insurance liability be increased to \$5 million to cover the roofing project and to incur the cost of increasing the limit, if reasonable.

John French noted that burnt sienna was specified in the proposal, and the Roofing Committee proposed that the contract allow for multiple colour options to be provided for review. Tom Callahan noted that CID Roofing provided colour options within their proposal, and he will provide that information to the Roofing Committee.

Kent Imrie asked about the next steps for the roofing projects.

Management noted that the current roofing project is the first step for replacements, and the roofs will be assessed each year and the reserve study will be adjusted accordingly.

*On a motion made by Kent Imrie, and seconded by John French, it was proposed that the proposal provided by CID Roofing be approved as presented, including the extended warranty and the manufacturer's representative will be onsite to ensure warranty, with an addendum to increase the insurance liability to \$5 million and the cost of the increase to be provided to the Board for review and approval. All in favor, motion carried.*

## **8. MANAGEMENT/MAINTENANCE**

### **MANAGEMENT**

Management noted that the Office Assistant resigned in January 2024, and a temporary Office Assistant, Janessa, was filling in during the search for a permanent Office Assistant. Cameron Cox accepted the position and started working in the office today with training provided by Janessa.



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### **MAINTENANCE**

Tom Callahan noted that it has been a light winter, so snow removal was less than the previous year. He is working with Matt from Mountain View to receive invoices in a timely manner, and he reviewed snow removal invoices to remove items that were not accurate. Snow removal crews are being monitored to ensure that invoicing is accurate. Annual inspections of the cottages should be completed by the end of February.

## **9. DATE AND TIME OF NEXT MEETING**

The date and location of the next Board of Directors' meeting(s) were determined as follows:

- Thursday, May 9, 2024, at 8:00 a.m. – Q2 Board Meeting
- Saturday, August 10, 2024, at 8:00 a.m. – Q3 Board Meeting
- Saturday, August 10, 2024, at 9:30 a.m. – Annual Meeting
- Tuesday, October 29, 2024, at 9:00 a. m. – Q4 Board Meeting
- Monday, November 18, 2024, at 10:00 a.m. – Budget Ratification Meeting

## **10. MEMBERS' FORUM**

**Gaby Nejasnich** noted that homeowners asked about exploring the addition of a dog park that would be available to both GCTA and GHOA. She asked who homeowners should speak with.

**Management** noted that the request was made to the GHOA Board, and they have formed a committee to review the request. Janice Key is the main contact for the committee.

## **11. EXECUTIVE SESSION**

The Board recessed to an executive session at 10:50 a.m. and there were no items to note for discussion. The Board reconvened from the executive session at 11:25 a.m.

## **12. CLOSE OF MEETING**

*There being no further business to transact, it was resolved that the meeting be closed at 11:25 a.m. by Randall Bolten.*

*Disclaimer: The meeting minutes, including confidential minutes or any other attached addendums, are the responsibility of the Condominium or Homeowners' Association, and it is the Board's responsibility to ensure the minutes are correct and complete prior to approving. The meeting minutes are a summary of the meeting discussion only.*

Gaby Nejasnich

Date: 10/22/2024

Director Date



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