

GLENBROOK COTTAGE AND TOWNHOME ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Held by hybrid meeting for
238 Old Highway 50, Glenbrook
on May 09, 2024, at 08:00 a.m.

Professionally prepared by



GLENBROOK COTTAGE AND TOWNHOME ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Held by hybrid meeting for 238 Old Highway 50, Glenbrook, on May 09, 2024, at 08:00 a.m.

BOARD MEMBERS:

Randall Bolten	President (<i>Chair</i>)
Kent Imrie	Vice-President
Bill Blucher	Treasurer
Gaby Nejasmich	Secretary

INVITEES:

Nicholas Saadi	Community Association Manager (CAM), Alpenhof Management Services, LLC
Tom Callaghan	Facilities Manager, Glenbrook Cottage and Townhome Association
Erin Lambert	Recording Secretary, Minutes On-Time

HOMEOWNERS PRESENT:

Candy Levien 259 Short Road

REGRETS:

John French	Director
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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 8:00 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 FEBRUARY 8

The minutes of the Board of Directors' meeting held Thursday, February 08, 2024, were approved as read without any errors or omissions.

On a motion made by Kent Imrie, and seconded by Randall Bolten, it was proposed that the minutes of the Board of Directors' meeting of Thursday, February 08, 2024, be approved as presented. All in favor, motion carried.

4. REVIEW OF FINANCIAL STATEMENTS

FINANCIAL STATEMENTS PERIOD ENDING DECEMBER 31, 2023

Management noted that McLintock was in the process of finalizing the audited financial statements for the year-end of December 31, 2023.



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FINANCIAL STATEMENTS PERIOD ENDING MARCH 31

Bill Blucher provided a report on the unaudited financial statements for the period ending Sunday, March 31, 2024. He noted that there were discrepancies in the statements, which management noted were under review for correction.

Key figures were provided as follows:

- Cottage – Operating balance: \$198,000
- Cottage – Reserve fund balance: \$33,000
- Townhome – Operating balance: \$115,000

- Townhome – Reserve fund balance: \$771,000

Variances were reviewed as follows:

- Cottage – Snow removal was under budget by \$12,000
- Townhome – Office staff wages were over budget
- Townhome – Reserve profit loss

On a motion made by Randall Bolten, and seconded by Bill Blucher, it was proposed that the unaudited financial statements for the period ending Sunday, March 31, 2024 be accepted with amendments to be made by management. All in favor, motion carried.

RESERVE FUND INVESTMENTS

Bill Blucher CD in the amount of \$200,000 maturing on May 16 would be placed in cash for the roof replacement.

5. OLD BUSINESS

LANDSCAPING CONTRACT RENEWAL – MOUNTAIN VIEW

The landscaping contract with Mountain View was up for renewal, which no longer included a 10% discount if the Association used Mountain View for snow removal. A separate proposal was provided for snow removal at a cost of \$123,000 due to the financial impact of heavy winter snow seasons. The snow removal proposal was approved by the Executive Committee and the cost would be split with GHOA.

On a motion made by Randall Bolten, and seconded by Kent Imrie, it was proposed that the landscaping contract with Mountain View for the full cost of landscaping and snow removal be approved. All in favor, motion carried. A proxy in favor was provided by John French.

Action: Management to follow up with Mountain View regarding approval of their landscaping and snow removal contract.

6. NEW BUSINESS

MANAGEMENT CONTRACT SPLIT AGREEMENT BETWEEN GCTA AND GHOA

Randall Bolten noted that previous expenses with IPM were split between GCTA at 27% and GHOA at 73%. It was noted that the expense for the Facilities Manager was previously paid in full by GHOA, and that GCTA would contribute to the expense going forward. It was agreed by both associations to split the costs of the management contract by 30% for GCTA and 70% for GHOA.



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On a motion, made and seconded, it was resolved that the management contract split agreement of 30% for GCTA and 70% for GHOA be approved including the expense of the Facilities Manager. All in favor, motion carried. A proxy in favor was provided by John French.

TREE REMOVAL BIDS

Tom Callahan noted that Ed Cook and Arbor Pros were onsite to bid on tree removals. There was a large pine tree near the Jenson's that was dying at the top third of the tree. Bids were received from Ed Cook to top the tree at \$3,400 and from Arbor Pros at \$1,175. Tom Callahan recommended deferring action on this bid and to continue monitoring the tree for beetle damage.

Kent Imrie expressed concern that there was potential for the dead portion of the tree to have limbs fall in heavy weather and recommended topping the tree.

Tom Callahan noted that three trees in China Garden required removal. Bids were received from Ed Cook at \$2,980 and from Arbor Pros at \$4,225 plus \$1,590 for stump grinding.

Randall Bolten noted that the bids from Arbor Pros would include a discount of 20%.

Management noted that stump grinding was not required for the trees in China Garden and recommended proceeding with stump grinding for the large pine tree near the Jenson's.

On a motion made by Kent Imrie, and seconded by Gaby Nejsmich, it was proposed that the bid from Arbor Pros to top the large pine tree near the Jenson's at a cost not to exceed \$1,500 be approved. All in favor, motion carried.

Action: Management to schedule the tree topping on the large pine tree near the Jenson's with Arbor Pros.

On a motion made by Kent Imrie, and seconded by Bill Blucher, it was proposed that the bid from Ed Cook to remove three trees in China Garden at a cost of \$2,980 be approved. All in favor, motion carried. Action:

Management to schedule the removal of the three trees in China Garden with Ed Cook.

PAINTING BIDS FROM SIDING REPAIRS RELATED TO 2022/2023 WINTER DAMAGE Tom Callahan contacted three painters and received one proposal from Glacier Peaks Painting for \$7,500. Management noted that Glacier Peaks Painting was a new service provider found at a recent conference, although the contact previously worked with management through Kelly-Moore Paints.

On a motion made by Randall Bolten, and seconded by Kent Imrie, it was proposed that the bid from Glacier Peaks Painting at a cost of \$7,500 be approved. All in favor, motion carried.

Action: Management to schedule the painting with Glacier Peaks Painting.

LANDSCAPING PROJECTS

Tom Callahan provided a proposal from Mountain View for landscaping the Pray Meadow hillside at a cost of \$15,000, including planting, removal of stumps, and replacement with boulders instead of new guardrails. It was noted that the proposal was approved by GHOA to be split by GCTA and GHOA.

On a motion made by Kent Imrie, and seconded by Gaby Nejsmich, it was proposed that the proposal from Mountain View for landscaping the Pray Meadow hillside at a cost of \$15,000 to be split between GCTA and GHOA be approved. All in favor, motion carried.

Action: Management to schedule the landscaping work on the Pray Meadow hillside with Mountain View.



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INSURANCE RENEWAL – FARMERS

Kent Imrie noted that pricing was received from Farmers for the insurance renewal to increase the premium by approximately 25%. It was noted that language regarding barbecues required clarification. Kent Imrie recommended increasing the deductible to reduce the overall premium.

The Board discussed the budget for insurance, which would be impacted by the premium increase. It was noted that the Association previously attempted to align the insurance policy with the calendar year, which was met with resistance by the insurance providers.

It was agreed that this item would be reviewed by the Board for action at a Special Board meeting.

7. COMMITTEES

LANDSCAPING COMMITTEE

Kent Imrie noted that a meeting was scheduled for May 14. The Committee would continue to identify areas that require improvement. The Committee planned to hold more frequent meetings and it was noted that Roger La Voie from GHOA joined the Committee.

Tom Callahan reported that notices were sent to the cottages regarding irrigation start up. Tom Callahan noted that Mountain View was responsible only for the landscaping; however, they assisted minimally with irrigation set up so an additional charge was not issued.

Management noted that a general notice would be sent to the homeowners regarding irrigation, which would be discussed at the next meeting.

Randall Bolten noted that Mountain View was offering private landscaping for homeowners.

ROOFING COMMITTEE

Tom Callahan noted that the contract was signed, and the project would commence on May 13 with an expected completion period of five weeks.

Management noted that phase two of the roofing project would commence following the start of phase one work.

8. MANAGEMENT/MAINTENANCE

GROUNDS AND BUILDING

WINTER RECAP

Tom Callahan noted that it was a better winter season compared to last year, and the cleanup was mostly completed.

LANDSCAPING/IRRIGATION

This item was discussed under "Landscaping Committee".

UNIT INSPECTIONS

Tom Callahan noted that the cottage inspections were completed, and notices would be sent to the homeowners.

MAIN BEACH ACCESS STEPS

Tom Callahan recommended removing the main beach access steps because it was deteriorated and deemed unsafe, and to leave the second staircase intact. He noted that he could perform the removal of the staircase to save on costs.



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Gaby Nejasnich requested to close off the staircase with caution tape and to ask the nearby homeowners to contribute to the cost for repairs or replacement as the staircase was mainly used by those homeowners.

The Board agreed with Gaby Nejasnich's recommendations.

9. DATE AND TIME OF NEXT MEETING

The date, method and location of the next Board of Directors' meeting were determined as follows:

- Thursday, June 6, 2024, at 9:00 a.m. – Special Board Meeting

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

10. MEMBERS' FORUM

Gaby Nejasnich noted that she prepared a cover letter for surveying the Association's members to assess how many homeowners would like to have generators, which would be reviewed by the Board. **Management** provided an update on Glenbrook Underground as discussed at the 2023 Annual Meeting. He noted that the Association was added to the backup power substation and no power outages were experienced. There may be temporary power shutdowns required by NV Energy.

Candy Levien, 259 Short Road, asked Tom Callahan for the painting schedule. She also queried if anything would be done about the vole/mole/gopher infestation and whether the wildflowers were seeded. **Tom Callahan** noted that the wildflowers were seeded, the painting schedule would be received from Glacier Peak Painting once informed that they were successful for the contract, and there was no answer for the vole/mole/gopher infestation.

Candy Levien, 259 Short Road, asked if the tunnels could be raked to prevent trip hazards. **Tom Callahan** noted that it was possible in some areas; however, there was so much activity that it was difficult to maintain.

11. EXECUTIVE SESSION

The Board of Directors recessed to an executive session at 10:04 a.m. to discuss the Glenbrook Underground project and reconvened from the executive session at 10:06 a.m.

12. CLOSE OF MEETING

On a motion made by Kent Imrie, and seconded by Randall Bolten, it was proposed that the meeting be closed at 10:06 a.m. All in favor, motion carried.

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.

Director: Gaby Nejasnich

Date: 10/22/2024

Director Date



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