

GLENBROOK COTTAGE AND TOWNHOME ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Held by hybrid meeting at Yerington Park for 238 Old Highway 50, Glenbrook
on Saturday, August 10, 2024 at 8:00 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 Callaghan	Facilities Manager, Glenbrook Cottage and Townhome Association
Erin Lambert	Recording Secretary, Minutes On-Time

HOMEOWNERS PRESENT:

See Sign-In Sheet

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 8:07 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.

Candy Levien, 259 Short Road, noted that the landscaping work was well done.

3. REVIEW AND APPROVAL OF MINUTES

MEETING MINUTES OF MAY 9

The minutes of the Board of Directors' meeting held Thursday, May 09, 2024, were approved as read without any errors or omissions.

On a motion made by Kent Imrie, and seconded by Gaby Nejasnich, it was proposed that the minutes of the Board of Directors' meeting of Thursday, May 09, 2024, be approved as presented. All in favor, motion carried.

MEETING MINUTES OF JUNE 6

The minutes of the Special Board of Directors' meeting held Thursday, June 06, 2024, were approved as read without any errors or omissions.

On a motion made by Bill Blucher, and seconded by John French, it was proposed that the minutes of the Special Board of Directors' meeting of Thursday, June 06, 2024, be approved as presented. All in favor, motion carried.

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4. REVIEW OF FINANCIAL STATEMENTS

FINANCIAL STATEMENTS PERIOD ENDING JUNE 30

Bill Blucher provided a report on the unaudited financial statements for the period ending Sunday, June 30, 2024.

Key figures were noted as follows:

- Snow removal costs of \$8,300 were prepaid in 2023, and the amount would be adjusted in the July 31, 2024, financial statements;
- Landscaping contract discount was no longer offered, leading to an increased expense of \$10,000;
- Snow removal was below budget by \$3,500;
- Administration expenses were over budget due to salaries; and
- Cottage and townhome reserves were adequately funded.

On a motion made by Kent Imrie, and seconded by Randall Bolten, it was proposed that the unaudited financial statements for the period ending Sunday, June 30, 2024 be accepted. All in favor, motion carried.

RESERVE FUND INVESTMENTS

Bill Blucher noted that one CD and the savings account were earning 5.09%, which amounted to \$30,000 in earnings over the next year.

Bill Blucher noted that one CD matured on August 8 and was transferred to the savings account earning 5% interest. He noted that options for re-investment were six months at 4.69%, one year at 4.10%, or two years at 3.9%. He recommended leaving the funds in the savings account earning 5%.

5. NEW BUSINESS

SNOW REMOVAL PROPOSAL FOR DRIVEWAY/WALKWAY

Management noted that a request for proposal was sent to five companies, and the current contractor Mountain View, now called Snow Management Solutions for its snow removal services, was the only company to bid. The proposal was for the same terms as the current snow removal contract. The Board noted that the service provided by the contractor over the past winter was good.

On a motion made by John French, and seconded by Kent Imrie, it was proposed that the snow removal proposal for driveways and walkways from Snow Management Solutions at a cost of \$62,525 (\$85 per hour) be approved. All in favor, motion carried.

Action: Management to follow up with Snow Management Solutions regarding approval of the snow removal proposal.

TAHOE LAND PLANNING PROPOSAL TO REVIEW TOWNHOME EGRESS INTO COMMON AREAS

Randall Bolten noted that homeowners requested to increase the townhome egress into common areas when renovating their decks.

Management noted that a permit application was made to the TRPA in 2013, which the TRPA responded that there was no coverage for the cottages and townhomes because the area was considered part of the meadow, which management disputed. Management noted that Tahoe Land Planning provided

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assistance with the TRPA application process and provided a proposal to assist with the process to review the townhome egress into the common areas at a cost not to exceed \$2,500.

On a motion made by Kent Imrie, and seconded by Gaby Nejasnich, it was proposed that the proposal from Tahoe Land Planning to review the townhome egress into common areas at a cost not to exceed \$2,500 be approved. All in favor, motion carried.

Action: Management to follow up with Tahoe Land Planning to review the townhome egress into common areas.

SLATE OF OFFICERS

It was agreed that the current slate of officers be retained.

On a motion made by Randall Bolten, and seconded by John French, it was proposed that the slate of officers remain as President: Randall Bolten; Vice President: Kent Imrie; Treasurer: Bill Blucher; Secretary: Gaby Nejasnich; and Director: John French. All in favor, motion carried.

CHECK SIGNERS

It was agreed that the current check signers be retained.

On a motion made by Randall Bolten, and seconded by Kent Imrie, it was proposed that the check signers remain as Bill Blucher and Randall Bolten, with Kent Imrie as a back-up. All in favor, motion carried.

6. COMMITTEES

LANDSCAPING COMMITTEE

This item was deferred to the annual general meeting.

ROOFING COMMITTEE

This item was deferred to the annual general meeting.

7. MANAGEMENT/MAINTENANCE

GROUNDS AND BUILDING

LANDSCAPING/IRRIGATION

This item was deferred to the annual general meeting.

8. DATE AND TIME OF NEXT MEETING

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

- Tuesday, October 29, 2024, at 9:00 a.m. – Board Meeting
- Monday, November 18, 2024, at 10:00 a.m. – Budget Ratification Meeting

9. MEMBERS' FORUM

David Stewart, 210 Glenbrook Inn Road, noted that he and other homeowners sent several messages to management because they did not receive snow removal throughout the winter. He noted the six-foot berm at the sidewalks and that the lack of snow removal caused inconveniences to homeowners with

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school-aged children as the homeowners needed to shovel the snow themselves. He asked for service expectations to be provided to the snow removal contractor to ensure that these issues were not repeated.

Tom Callahan responded that he would work with the contractor to improve the snow removal services. **Management** noted that changes were previously made to the routes taken by the contractor, and he would work with the contractor to adjust the schedule so that all homes were addressed equally and efficiently.

Gaby Nejasnich asked for homes with school-aged children to be identified to ensure that they can get out of their driveways early in the morning.

Gaby Nejasnich noted that the Board prepared a survey for homeowners to provide feedback regarding the addition of stand-by generators, which were not currently permitted by the Association.

The Board and homeowners discussed types of generators as well as legislation and insurance requirements.

Gaby Nejasnich noted that if 50% or more of the homeowners agree to add stand-by generators, a committee would be formed to work with experts and to change the CC&Rs.

The Board noted that it may be possible that the Glenbrook Underground project may resolve some of the power outages.

10. EXECUTIVE SESSION

The executive session was deferred.

11. CLOSE OF MEETING

On a motion made by Kent Imrie, and seconded by John French, it was proposed that the meeting be closed at 9:10 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.



Kent Imrie (Dec 21, 2025 08:12:22 PST)

12/21/25

Director

Date [Approved Oct 29, 2024]