

**GLENBROOK HOMEOWNERS' ASSOCIATION**  
**MINUTES OF THE BOARD OF DIRECTORS' MEETING**

Held by hybrid meeting for 238 Old Highway 50, Glenbrook, Nevada, on February 12, 2026, at 09:00 a.m.

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**BOARD MEMBERS:**

|                       |                            |
|-----------------------|----------------------------|
| Phil Atkins-Pattenson | President ( <i>Chair</i> ) |
| Steve Skaggs          | Vice-President             |
| Jonathan Fore         | Secretary                  |
| Sydney Morrow         | Director                   |
| Jim Hart              | Director                   |
| Lynnea Olsen          | Director                   |

**INVITEES:**

|                |  |
|----------------|--|
| Nicholas Saadi | Community Association Manager (CAM), Alpenhof Management Services, LLC |
| Tom Callahan   | Facilities Manager, Glenbrook Homeowners' Association                  |
| Erin Lambert   | Recording Secretary, Minutes On-Time                                   |

**REGRETS:**

|             |           |
|-------------|-----------|
| Gayle Riley | Treasurer |
|-------------|-----------|

**HOMEOWNERS PRESENT:**

|                        |                         |
|------------------------|-------------------------|
| Candy Kelly            | 259 Short Road          |
| Karla Koldinger        | 107 China Garden Circle |
| Lynnea Olsen           | 226 Glenbrook Inn Road  |
| Mike Hillberry         | 1974 Pray Meadow Road   |
| Terry Sullivan         | 230 Powerhouse Road     |
| Wendy Atkins-Pattenson | 205 South Meadow Road   |
| Cece Baise             | 2034 Pray Meadow Road   |

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**1. CALL TO ORDER**

There being proper notice of meeting and a quorum present, Phil Atkins-Pattenson, 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.

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**3. REVIEW AND APPROVAL OF MINUTES**

**3.1. MEETING MINUTES OF NOVEMBER 4**

The minutes of the Board of Directors' meeting held Tuesday, November 04, 2025, were approved as read without any errors or omissions.

*On a motion made by Phil Atkins-Pattenson, and seconded by Jonathan Fore, it was resolved that the minutes of the Board of Directors' meeting of Tuesday, November 04, 2025, be approved as presented. All in favor, motion carried.*

**3.2. MEETING MINUTES OF NOVEMBER 24**

The minutes of the budget ratification meeting held Monday, November 24, 2025, were approved as read without any errors or omissions.

*On a motion made by Phil Atkins-Pattenson, and seconded by Jim Hart, it was resolved that the minutes of the budget ratification meeting of Monday, November 24, 2025, be approved as presented. All in favor, motion carried.*

**4. FINANCIAL REVIEW**

**4.1. FINANCIAL STATEMENTS PERIOD ENDING DECEMBER 31**

Management provided a report on the unaudited financial statements for the period ending Wednesday, December 31, 2025. The following items were reviewed:

- Current year-to-date financial statement of the Association;
- Current year-to-date schedule of revenues and expenses for the operating account and the reserve account, compared to the budget for those accounts;
- Current reconciliation of the operating account of the Association;
- Current reconciliation of the reserve account of the Association;
- The latest account statements prepared by the financial institutions in which the accounts of the Association are maintained; and
- The current status of any civil action or claim submitted to arbitration or mediation in which the Association is a party.

Key figures were noted as follows:

- Operating: \$522,245.86
- Reserve: \$2,173,102.62
- Total Revenue: (\$13,667.47)
  - Operating \$38,282.23 and Reserve \$24,614.76
- Total Expenses: \$97,379
  - Operating \$12,773.74 and Reserve \$110,152.79
- Total Excess/(Shortage) Revenue to Expenses for the Month: (\$111,046.52)
  - Operating \$25,508.49 and Reserve (\$85,538.03)
- Total YTD Revenue: \$1,285,393.39
  - Operating \$460,491.65 and Reserve \$1,745,885.04
- Total YTD Expenses: \$1,155,407.23
  - Operating \$547,480.84 and Reserve \$1,702,888.07

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- Total YTD Excess/(Shortage) Revenue to Expenses: \$129,986.16
  - Operating (\$86,989.19) and Reserve 42,996.97
- Year-End Variance: 4% under budget due to Events and Recreation as well as Administration

*On a motion made by Steve Skaggs, and seconded by Jonathan Fore, it was resolved that the unaudited financial statements for the period ending Wednesday, December 31, 2025, be accepted as presented. All in favor, motion carried.*

**4.2. OPERATING AND RESERVE FUND INVESTMENTS**

The Association was in a strong financial position with significant cash balances. The operating checking account balance was \$298,000 and the operating savings account balance was \$231,000, which earned 3.63% interest. The reserve checking account balance was \$30,000 and the reserve savings account balance was \$2.17 million, which was mostly made up of laddered CDs.

**4.3. CASH MANAGEMENT POLICY**

Steve Skaggs reviewed the proposed Cash Management Policy, including objectives, guidelines, governance, and quarterly cash management cadence. The purpose of the policy was to codify the investment and cash management processes and to be transparent with the membership. It was proposed to fund the reserve accounts on a quarterly basis rather than a monthly basis.

*On a motion made by Phil Atkins-Pattenson, and seconded by Sydney Morrow, it was resolved that the Cash Management Policy be approved as presented. All in favor, motion carried.*

**5. NEW BUSINESS**

**5.1. MEMBER TO BOARD VACANCY**

Janice Key resigned from the Board of Directors because she recently sold her unit. The Board thanked Janice Key for her contributions to the Board and the Association. It was proposed for Lynnea Olsen to fill the vacant position until the Annual Members' meeting.

*On a motion made by Phil Atkins-Pattenson, and seconded by Jonathan Fore, it was resolved that Lynnea Olsen be appointed fill the vacant Board position until the Annual Members' meeting. All in favor, motion carried.*

**5.2. GLENBROOK BUOY LINE AND BUOY SHUTTLE OPERATIONS AND RATES**

Management provided the 2026 buoy rates, which were increased by 5%:

- GHOA Membership Full Season: \$3,150
- GHOA Membership Half-Season (June-July or August-September): \$1,575
- GPOA Members Full Season (those who reside within the community behind the gates): \$4,200
- GPOA Members Half-Season (June-July or August-September): \$2,100

A new shuttle boat was purchased for the 2026 season.

*On a motion made by Jonathan Fore, and seconded by Lynnea Olsen, it was resolve that the 2026 buoy rates be increased by 5%. All in favor, motion carried.*

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**5.3. DATES FOR ANNUAL MEMBER'S MEETING, BOARD ELECTIONS AND RECORD DATES**

The Board agreed to the following:

- The Annual Members' meeting was scheduled for August 15, 2026
- The record date for members eligible to vote at the Annual Members meeting would be July 10, 2026
- The deadline to mail to all members the Notice of Eligibility and Application for the Board of Directors for eligibility to join the Board would be June 1, 2026
- The final date for members to respond to the Notice of Eligibility and Application for the Board of Directors, and for nominations to be made for any vacancies on the Board of Directors, would be July 7, 2026
- The final date for mailing the Notice of Annual Members meeting, the ballots, and the meeting materials would be July 13, 2026
- The final date for mailed ballots to be received by the Inspector of Elections would be August 14, 2026 (in-person voting could still happen at the meeting)
- The Nominating Committee shall be the Executive Committee members
- To appoint Susan Clemens as the Inspector of Elections

*On a motion made by Phil Atkins-Pattenson, and seconded by Sydney Morrow, it was resolved that the Annual Members' meeting be scheduled for August 15, 2026; the record date for members eligible to vote at the Annual Members meeting be July 10, 2026; the deadline to mail to all members the Notice of Eligibility and Application for the Board of Directors for eligibility to join the Board be June 1, 2026; the final date for members to respond to the Notice of Eligibility and Application for the Board of Directors, and for nominations to be made for any vacancies on the Board of Directors, be July 7, 2026; the final date for mailing the Notice of Annual Members meeting, the ballots, and the meeting materials be July 13, 2026; the final date for mailed ballots to be received by the Inspector of Elections be August 14, 2026; the Nominating Committee shall be the Executive Committee members and voting can happen at the meeting; and, to appoint Susan Clemens as the Inspector of Elections. All in favor, motion carried.*

**5.4. CYBER INSURANCE RENEWAL**

Management provided the cyber insurance renewal from Farmers Insurance with a premium of \$1,207 for a \$500,000 limit. Cyber insurance was required because the Association collected funds electronically.

*On a motion made by Phil Atkins-Pattenson, and seconded by Sydney Morrow, it was resolved that the cyber insurance renewal with Farmers Insurance at a premium of \$1,207 be approved. All in favor, motion carried.*

**Action: Management to renew the cyber insurance with Farmers Insurance.**

**5.5. LANDSCAPING CONTRACT – MT. VIEW**

The Board reviewed the proposal from Mountain View for landscaping services from April 1 to October 31, 2026, in the amount of \$318,369, which was the same amount as 2025. This amount would be split between GHOA and GCTA, and GHOA would be responsible for 26% of the total amount. GHOA would be responsible for 15% of the seasonal dump fees, which was a reduction in dump fees. Management was working with Tahoe Douglas Fire to control burn as much of the waste as possible, which was acceptable to the insurance company because it was a controlled burn performed by the fire department.

It was noted that the landscaping services had greatly improved over the past few years due to the contract with Mountain View.

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It was proposed to change to electric blowers, and it was to be determined if this would alter the contract rate. It was noted that it may be very expensive due to the costs for batteries and labor. Mountain View offered to provide a demonstration of the electric blowers, and members were invited to attend the demonstration, once scheduled.

*On a motion made by Phil Atkins-Pattenson, and seconded by Jim Hart, it was resolved that the landscaping contract renewal from Mountain View in the amount of \$318,369 from April 1 to October 31, 2026, be approved as presented. All in favor, motion carried.*

**Action: Management to renew the landscaping contract with Mountain View.**

**5.6. FORESTRY BANK ACCOUNT RATIFICATION**

The Board approved by unanimous consent the opening and funding of a First Citizens bank account in the amount of \$500 for the Forestry and Defensible Space expenditures and deposits related to the CWDG Grant.

*On a motion made by Phil Atkins-Pattenson, and seconded by Sydney Morrow, it was resolved that the Board's approval by unanimous consent for the opening and funding of a First Citizens bank account in the amount of \$500 for the Forestry and Defensible Space expenditures and deposits related to the CWDG Grant be ratified. All in favor, motion carried.*

**5.7. FORMATION OF RESTRICTIVE COVENANT**

Approval of this item was deferred.

**5.8. HISTORICAL SOCIETY – GLENBROOK TRAIN**

The Historical Society requested to bring the Glenbrook Locomotive for Glenbrook Day in 2026. It was recommended for the locomotive to be placed on rails at the grass area beside the Jellerson House and the lamp posts. The Historical Society would be responsible for all associated costs. It was agreed to defer this event to 2027, due to the celebrations for America's 250<sup>th</sup> anniversary at the Glenbrook Inn Club.

**5.9. GATE WIRING PROPOSAL**

An RFP for rewiring of the gate and for new control equipment was sent in December 2025. Three contractors attended on-site, and proposals were received from two contractors while the third contractor declined to bid. The bids were based on time and materials at a cost not to exceed, due to the condition of the wiring. It was noted that the gate's condition worsened, and the Association's IT contractor, Troy, was contracted to clean up the wiring, which reduced the scope of work and would impact the pricing provided by Sierra Gate and Control because their bid was submitted before that work was completed. Tom Callahan opened the sealed bids as follows:

- Sierra Gate and Control: \$190 per hour for time and materials not to exceed \$10,000
- Nevada Fence: Time and materials not to exceed \$3,500

Tom Callahan noted that the work completed by the IT contractor confirmed the challenges that Nevada Fence was experiencing with repairing the gate. He recommended proceeding with Nevada Fence due to their history working with the Association and their availability. The gates were currently functional. The Board acknowledged that the scope of work for the two bids was not comparable due to the work completed by Troy. It was agreed to delegate approval of this item to the Executive Committee with the condition that the bids be revised to reflect the required work, and that approval be for a cost not to exceed \$10,000.

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Management noted that the gates became functional two days before this meeting, as a result of the work completed by Troy, and that the scope of work was better understood and could be provided to Sierra Gate and Control.

*On a motion made by Phil Atkins-Patteson, and seconded by Sydney Morrow, it was resolved to delegate the Executive Committee with seeking comparable gate wiring bids from Sierra Gate and Control and Nevada Fence for approval at a cost not to exceed \$10,000, with the proviso that successful performance be achieved. All in favor, motion carried.*

**5.10. FOURTH OF JULY**

**5.10.1. BEVERAGE VENDOR**

The Board reviewed the proposal from Cheers Mobile Pub to act as the beverage vendor for the Fourth of July celebration at a cost of \$4,000 plus a \$2,000 event deposit.

**5.10.2. FOOD VENDOR**

The Board reviewed the proposal from Carson City BBQ to act as the food vendor for the Fourth of July celebration at a cost \$64,465.42.

*On a motion made by Phil Atkins-Pattenson, and seconded by Steve Skaggs, it was resolved that the proposal from Cheers Mobile Pub to act as the beverage vendor for the Fourth of July celebration at a cost of \$4,000, plus a \$2,000 event deposit, and the proposal from Carson City BBQ to act as the food vendor for the Fourth of July celebration at a cost \$64,465.42 be approved as presented. All in favor, motion carried.*

**Action: Management to engage Cheers Mobile Pub and Carson City BBQ for the Fourth of July event.**

**6. COMMITTEES**

**6.1. FOREST HEALTH/MEADOWS/FIRE SAFETY COMMITTEE**

The grant was moved from the Federal Government to the State Government. The Committee was in the process of completing the sub award letter, and the State had two additional review processes that must be completed before funds were distributed. The Committee recommended applying the funds in China Garden for tree removal and thinning of overstory growth around homes, addressing the understory growth along the Back Road and into Yerington where the trees were removed, and then to move onto tree removal for South Meadow and the shoreline homes where the permitting was more complicated. The stream and environmental zones would be addressed in 2027 due to the permitting processes. The State approved the general prototype, and the Committee was in the process of preparing individual prototypes for each area. Bidding would begin once approval of the prototypes was received from the State. It was unlikely that the work would start in August 2026, as planned, due to the bureaucratic process, including surveying scheduled for March to ensure that historical sites were not impacted. Tree removal required a two-stage process with the fire department and TRPA permitting. The work would initially be paid for by the Association, and invoices would be submitted to the State for reimbursement.

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**7. MANAGEMENT/MAINTENANCE**

**7.1. FACILITIES REPORT**

Trees were removed, and the new shuttle boat was placed into a new storage unit.

The Board previously approved, at a workshop, the proposal from Arctic Electric to continue work required for the Nevada Underground project at a cost of \$5,415.06.

*On a motion made by Phil Atkins-Pattenson, and seconded by Jim Hart, it was resolved that the Board approval of the proposal from Arctic Electric to continue work required for the Nevada Underground project at a cost of \$5,415.06 be ratified. All in favor, motion carried.*

**8. DATE AND TIME OF NEXT MEETING**

The date and time of the next Board of Directors' meetings were determined as follows:

- TBD April – Special Meeting
- Thursday, May 14, 2026, at 9:00 a.m. – Q2 Board Meeting
- Saturday, August 15, 2026, at 10:00 a.m. – Q3 Board Meeting
- Saturday, August 15, 2026, at 11:30 a.m. – Annual Meeting
- TBD November – Q4 Board Meeting
- Monday, November 23, 2026, at 10:00 a.m. – Budget Ratification Meeting

**9. MEMBERS' FORUM**

**Candy Kelly, 259 Short Road**, asked about the Spectrum outages due to the Nevada Underground work. **Tom Callahan** noted that he had similar outages; however, he was not aware of any work to be performed by Spectrum.

**10. EXECUTIVE SESSION**

The Board of Directors recessed to an executive session at 10:27 a.m. and reconvened at 10:37 a.m.

**10.2. SUMMARY OF EXECUTIVE SESSION**

The following item was discussed during the executive session:

- Legal matters relating to proposed lot consolidation and DRC application

**11. CLOSE OF MEETING**

*On a motion made by Steve Skaggs, and seconded by Jim Hart, it was resolved that the meeting be closed at 10:40 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*

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Director

Date

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Director

Date