

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

Held electronically for 238 Old Highway 50, Glenbrook, NV, on May 15, 2025, at 08:00 a.m.

BOARD MEMBERS:

Jonathan Fore	President (<i>Chair</i>)
Janice Key	Secretary
Phil Atkins-Pattenson	Director
Sydney Morrow	Director

INVITEES:

Nicholas Saadi	Community Association Manager (CAM), Alpenhof Management Services, LLC
Tom Callahan	Facilities Manager, Glenbrook Homeowners' Association (<i>arrived at 8:10 a.m.</i>)
Erin Lambert	Recording Secretary, Minutes On-Time

HOMEOWNERS PRESENT:

Candy Kelly	259 Short Road
Karla Campbell	107 China Garden Circle

REGRETS:

Gayle Riley	Treasurer
Steve Skaggs	Director

1. CALL TO ORDER

There being proper notice of meeting and a quorum present, Jonathan Fore, presiding as Chair, performed the roll call and duly called the meeting to order at 8:03 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 13

The minutes of the Board of Directors' meeting held Thursday, February 13, 2025, were approved as read without any errors or omissions.

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that the minutes of the Board of Directors' meeting of Thursday, February 13, 2025, be approved as presented. All in favor, motion carried.

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

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MEETING MINUTES OF APRIL 4

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

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that the minutes of the Special Board of Directors' meeting of Friday, April 04, 2025, be approved as presented. All in favor, motion carried.

4. REVIEW OF FINANCIAL STATEMENTS

FINANCIAL STATEMENTS PERIOD ENDING MARCH 31

Management provided a report on the unaudited financial statements for the period ending Monday, March 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.

Several key figures were provided as follows:

- Operating balance: \$451,818;
- Reserve balance: \$2,424,259; and
- Expenses were \$15,361 under budget with a negative variance for buoy income due to a late permit payment.

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that the unaudited financial statements for the period ending Monday, March 31, 2025 be accepted as presented. All in favor, motion carried.

OPERATING AND RESERVE FUND INVESTMENTS

Jonathan Fore noted that Phil Atkins-Pattenson would take over responsibilities as the designated account representative for the operating and reserve fund investments. There was no action required at this time.

5. NEW BUSINESS

ROADWAY CURBING

This item was discussed under "Roadway Asphalt".

ROADWAY ASPHALT

A second bid was received from KP Construction for \$30,000, for the same scope of work from Cruz Construction for \$24,814. KP Construction estimated more work than Cruz for the curb repairs. Tom Callahan recommended moving forward with Cruz Construction.

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

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Jonathan Fore noted that the Board reviewed the bid from Cruz Construction at a recent workshop.

On a motion made by Janice Key, and seconded by Janice Key, it was resolved that the bid from Cruz Construction for the roadway asphalt and curb repairs at a total cost of \$24,814 be approved. All in favor, motion carried.

GLENBROOK DAY BUDGET

Jonathan Fore noted that a budget for portable toilets was not required because the event would use the restrooms at Flagpole Beach. A budget of \$4,500 was proposed for food and entertainment.

On a motion made by Jonathan Fore, and seconded by Sydney Morrow, it was resolved that the Glenbrook Day budget for food and entertainment at a cost not to exceed \$4,500 be approved. All in favor, motion carried.

RESERVE FUND TRANSFER MEMORANDUM OF UNDERSTANDING BETWEEN GHOA/GCTA

The stairs to Jellerson cottage required repairs, which were on GCTA grounds; however, the reserve funds were historically provided by GHOA. It was proposed to transfer \$26,081 of reserve funds from GHOA to GCTA to repair the stairs, which GCTA approved on May 8.

On a motion made by Phil Atkins-Pattenson, and seconded by Jonathan Fore, it was resolved that the reserve fund transfer memorandum of understanding between GHOA/GCTA be approved. All in favor, motion carried.

NEW CHECK SIGNER

This item was addressed at the May 7, 2025, special Board meeting.

AT&T LEASE AGREEMENT

This item was in progress with the Association's attorney.

6. COMMITTEES

FOREST HEALTH/MEADOWS/FIRE SAFETY COMMITTEE – YERINGTON PARK UPDATE

Sydney Morrow thanked the members for attending the recent committee meeting. The committee would be taking on two more programs. The Yerington Tree Project involved marking trees for thinning amongst 45 parcels. Sydney Morrow would provide a walking tour of the marked trees over the Memorial Day weekend. Eight residents volunteered to join a focus group to determine the Association's fire safety plans.

A bid was received from Burnbot to provide remote mastication of 62 acres along the north and east edge of Glenbrook within a six to 10 week timeline. The bid required revisions to clarify the property lines, and its pricing was guaranteed until mid-June. Burnbot estimated that the work could be completed in October; however, there was a lot of interest in their process, so it was more likely that the work would be completed in Spring 2026. Management and Sydney Morrow would be attending a presentation by Burnbot to review how the technology functions. The sheep and goat grazing for this year would be replaced by this process.

It was agreed that a workshop was required to review the bid and the information obtained at the Burnbot presentation.

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

Held electronically for 238 Old Highway 50, Glenbrook, NV, on May 15, 2025, at 08:00 a.m.

CEMETERY COMMITTEE

Janice Key noted that the members may have noticed flat disks with markings in the cemetery. The Glenbrook Historical Society arranged for imaging of the cemetery to identify any unmarked gravesites, and the disks were location sensors for a drone flying around the cemetery to complete the imaging. The goal was to create a path to experience the cemetery without disturbing the gravesites.

EXECUTIVE COMMITTEE DELEGATION UPDATE

There were no delegated items for discussion.

7. MANAGEMENT/MAINTENANCE

FACILITIES REPORT

WINTER RECAP

Winter cleanup was completed early due to a mild winter season. There were minor drainage issues and a few fallen trees were cleared. The snow removal contract was on budget. There were no issues with Mountain View, although they did have some challenges with clearing the roads when the snow was light, and some days the hand shovelling crews service was delayed to the next day to have increased accumulation of snow.

SPRING OPENING

The spring cleanup started early and was going well. Upcoming projects include the boulders installation at Pray Meadow Road hillside and the entry project at the gatehouse, which would start next week.

IRRIGATION

The irrigation startup was going well. There was a small issue with the system that was being repaired.

Sydney Morrow noted that someone was heavily watering the vacant property at Lot's End by Yerington Park.

Management responded that irrigation was originally run in that area to establish the Rhododendrons, and he would review the area to determine the property lines with the neighbors and to review the irrigation system and whether the amount of watering could be reduced.

Action: Management and Tom Callahan to review Lot's End irrigation.

MANAGEMENT REPORT

The directory was being updated and would be printed for distribution at the Memorial Day barbecue. The buoy field assignments were completed. The buoy field was at max capacity, with more requests for a buoy than there were buoys. Management was able to find buoys for the members, and a lottery system was not required. The Association was working with TRPA to expand the buoy field.

The watercraft racks were put out, and recent weather caused some watercrafts to be dislodged by large waves. The waves also caused pooling at China Beach, which the birds enjoyed until Tom Callahan drained the pooling. Management was working with the landscapers to clean up the beaches for

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Memorial Day weekend, and communications would be sent to the members with reminders of hiking trail easement rules, beach rules, etc.

8. DATE AND TIME OF NEXT MEETING

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

- Monday June 30, 2025, at time TBD – Special Board Meeting
- Saturday, August 9, 2025, at 10:00 a.m. – Q3 Board Meeting
- Saturday, August 9, 2025, at 11:30 a.m. – Annual Meeting
- TBD (November) – Q4 Board Meeting
- Monday, November 25, 2024, at 10:00 a.m. – Budget Ratification Meeting

9. MEMBERS' FORUM

Candy Kelly, 259 Short Road, asked about cleanup of Lot X and if any dead and dying trees would be removed in addition to the mastication plans.

Sydney Morrow noted that she would like to expedite work on Lot X; however, it was complicated because three different permits were required and no machinery was permitted. The item would be reviewed with Burnbot and would likely be addressed next year.

Candy Kelly, 259 Short Road, asked if a fire break could be added to the meadow behind Short Road as well as re-establishing a path through the meadow. She asked that the path be mowed sooner than later to avoid starting a fire.

Sydney Morrow agreed that the fire break should be re-established and the path would be mowed by Mountain View.

Tom Callahan noted that these items were discussed last year and would be reviewed for this year.

10. EXECUTIVE SESSION

There was no executive session.

11. CLOSE OF MEETING

There being no further business to transact the meeting was closed at 8:45 a.m. by Jonathan Fore.

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.

Janice Key
Janice Key (Dec 12, 2025 11:04:39 PST)

Dec 12, 2025

Director

Date