

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

Held electronically for 238 Old Highway 50, Glenbrook, NV, on June 30, 2025, at 01:00 p.m.

BOARD MEMBERS:

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

HOMEOWNERS PRESENT:

Cece Baise	2034 Pray Meadow Road
Janet Woodworth	1982 Pray Meadow Road

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 1:00 p.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. NEW BUSINESS

STREETLIGHT REPLACEMENT INSTALLATION BID(S)

Tom Callahan reported that the streetlights were already purchased. The supplier confirmed that the streetlights would be shipped in a few days and would arrive by the week of July 7.

Management provided bids for the street light replacement installation for 25 fixtures:

- Arctic Electric: \$34,521.50, including installation of inline fuses;
- Minden Electric: \$14,000; and,
- Have Lights Will Travel (HLWT): \$3,932.82, including a rebate from Nevada Energy.

Tom Callahan noted that the permit process with Nevada Energy and Douglas County was not required as this was a replacement project. He recommended selecting HLWT based on their pricing and their previous work for the Association. The work was expected to take five to seven working days.

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Janice Key asked if there were any items missing from the bid from HLWT that would explain their lower pricing. Tom Callahan noted that the Nevada Energy rebate reduced the pricing and there were no missing items. He recommended that a buffer be applied for any unexpected costs.

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that the bid from Have Lights Will Travel (HLWT) for the streetlights replacement at a cost of \$3,932.82, with a budget not to exceed \$6,000, be approved as presented. All in favor, motion carried.

Action: Management to provide Janice Key with photos of the streetlights to be added to the next newsletter.

INSURANCE RENEWALS

Jonathan Fore noted that the insurance policy expired on June 30. The Board met with the Menath Insurance on June 27 to review the proposed policies. The total premium was \$44,580 for all policies, including Property at \$26,495.50, General Liability at \$8,795, Crime at \$1,506, D&O at \$6,210, and Umbrella at \$1,610. The amount for excess Umbrella coverage was pending receipt of a quotation and Auto was not covered in this policy as it had a different renewal date. The insurance budget was \$79,600. Steve Skaggs provided information about the Property insurance. The policy included assets valued at \$2.295 million, including the manager's house, HOA office, maintenance shed, beach bathrooms, and gate house. The only bid provided for Property insurance required a minimum premium of \$25,000, which was over 1% of the asset value. The Board would need to move forward with the proposed policy or to self insure. It was possible to self insure due to the amount in the reserve account; however, the Board was aware of its fiduciary duty, and it was agreed to move forward with the proposed policy. It was hoped that there would be additional options in the future as the market changed and the fire risk was mitigated.

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that the layered insurance policy presented by Menath Insurance with a total premium of \$44,580 be approved as presented. All in favor, motion carried.

COMMON AREA DEFENSIBLE SPACE WORK – BURNBOT BID

Sydney Morrow provided the Burnbot bid for the common area defensible space work at a total cost of \$165,500, calculated at \$2,750 per acre for 58 acres with 2 acres of hand crew work at \$3,000 per acre. The quotation had increased from \$2,450 per acre provided in the first proposal. The fuel breaks were updated to include the areas between the Association and US Highway 50, and between the Association and Spooner Summit, and both fuel breaks would continue around the north edge of the Association to the end of China Garden Circle at Slaughterhouse Creek. This area required 62 acres of land clearing through mastication and hand crew work. Tahoe Douglas Fire Protection District was involved with the project and developed the scope of work.

Jonathan Fore thanked Sydney Morrow for her work on this project. A meeting of the Lieutenant Governors' would be held in July, and they would observe the work, if approved.

It was noted that the work could be completed through the Fire Department; however, the cost would be \$8,000 per acre and it was difficult to schedule due to their emergency work for active fires. The work could also be completed with private companies; however, Burnbot was able to complete the work more quickly with a schedule of July 14 to August 6. Once this work was completed a regular maintenance schedule would be applied.

It was confirmed that this was a budgeted reserve expense.

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On a motion made by Janice Key, and seconded by Gayle Riley, it was resolved that the proposal from Burnbot for the common area defensible space work at a total cost of \$165,500, with a budget not to exceed \$170,000, be approved as presented. All in favor, motion carried.

Action: Sydney Morrow to provide Burnbot information for the next newsletter.

YERINGTON NEIGHBORHOOD TREE REMOVAL BID(S)

Sydney Morrow noted that the Board had been in discussions since January about thinning the trees throughout the Association. It was agreed to start with the Yerington Park area. The Board collaborated with Tahoe Douglas Fire Protection District to mark all high-risk trees, and the project received nine bids. The project was awarded to Ed Cook Tree Services for tree removal at a cost of \$750 per tree for removal of 250 to 400 trees. The Association was responsible for 31 trees at Yerington Park, 22 trees at Lot N, and 15 trees at the back road for a total of 68 trees for removal. It was requested that a budget not to exceed \$60,000 be applied. It was clarified that the individual homeowners were responsible for the cost of tree removal on their property and the project was being organized by the Association.

The project would continue onto the remaining areas of the Association with services by Ed Cook. It was noted that no additional trees would be added to the project beyond what was included in the bid.

On a motion made by Sydney Morrow, and seconded by Phil Atkins-Pattenson, it was resolved that Ed Cook Tree Services perform tree removal at a cost of \$750 per tree for 68 trees in the Yerington Neighborhood, with a budget not to exceed \$60,000 be approved as presented. All in favor, motion carried.

Action: Janice Key to add details of the tree removal project to the next newsletter.

4. DATE AND TIME OF NEXT MEETING

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

- 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, 2025, at 10:00 a.m. – Budget Ratification Meeting

5. MEMBERS' FORUM

Janet Woodsworth, 1982 Pray Meadow Road, thanked the Board for all the discussed projects.

Management and Tom Callahan noted that the speed bumps were removed from the back road without authorization.

6. EXECUTIVE SESSION – There was no executive session.

7. CLOSE OF MEETING

There being no further business to transact the meeting was closed at 1:48 p.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 12:09:22 PST)

Dec 12, 2025

Director

Date