

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

Held by hybrid meeting for 238 Old Highway 50, Glenbrook, Nevada, on August 09, 2025, at 10:30 a.m.

BOARD MEMBERS:

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

Karla Campbell	107 China Garden Circle
Georgia Fulstone	110 China Garden Circle
Sheila Burns Williams	100 China Garden Circle
Sue and Frank Countner	235 Engine House Circle
Candace Graham	1968 Glenbrook House Road
Bud and Suzette Hicks	1959 Pray Meadow Road
Susan and Jim Hart	1972 Pray Meadow Road
Beth ad Mike Hillberry	1974 Pray Meadow Road
Jim McKennon	251 Short Road
Candy Kelly	259 Short Road
Ray Brown	261 Short Road
Kent Imrie	273 Short Road
Francis Crosson	2192 Slaughterhouse Creek Road
Bridgette Menezes	206 South Meadow Road
Cliff Warner	148 Yerington Circle

REGRETS:

Steve Skaggs	Director
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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 10:32 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

MEETING MINUTES OF MAY 7

The minutes of the Emergency Board of Directors' meeting held Wednesday, May 07, 2025, were approved as read without any errors or omissions.

On a motion made by Jonathan Fore, and seconded by Phil Atkins-Pattenson, it was resolved that the minutes of the Emergency Board of Directors' meeting of Wednesday, May 07, 2025, be approved as presented. All in favor, motion carried.

MEETING MINUTES OF MAY 15

The minutes of the Board of Directors' meeting held Thursday, May 15, 2025, were approved as read without any errors or omissions.

On a motion made by Jonathan Fore, and seconded by Gayle Riley, it was resolved that the minutes of the Board of Directors' meeting of Thursday, May 15, 2025, be approved as presented. All in favor, motion carried.

MEETING MINUTES OF JUNE 24

The minutes of the Emergency Board of Directors' meeting held Tuesday, June 24, 2025, were approved as read without any errors or omissions.

On a motion made by Jonathan Fore, and seconded by Sydney Morrow, it was resolved that the minutes of the Emergency Board of Directors' meeting of Tuesday, June 24, 2025, be approved as presented. All in favor, motion carried.

MEETING MINUTES OF JUNE 30

The minutes of the Special Board of Directors' meeting held Monday, June 30, 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 Monday, June 30, 2025, be approved as presented. All in favor, motion carried.

4. REVIEW OF FINANCIAL STATEMENTS

FINANCIAL STATEMENTS PERIOD ENDING JUNE 30

Gayle Riley provided a report on the unaudited financial statements for the period ending Monday, June 30, 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.

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Positive variances were noted for admin expenses, utilities, maintenance and repairs, and buoy pier operations, and negative variances were reported for events and recreation, as well as the reserve budget due to timing of invoices and projects.

On a motion made by Jonathan Fore, and seconded by Gayle Riley, it was resolved that the unaudited financial statements for the period ending Monday, June 30, 2025 be accepted as presented. All in favor, motion carried.

OPERATING AND RESERVE FUND INVESTMENTS

This item was discussed during the Board workshop, and no action was required. There were FDIC limits of \$250,000, and the Board was reviewing options to meet those limits.

2024 ANNUAL AUDIT

This item was deferred to the next Board meeting.

5. NEW BUSINESS

ROADWAY SNOW REMOVAL PROPOSAL – SNOW MANAGEMENT SOLUTIONS

Management provided the roadway snow removal proposal from Snow Management Solutions, a subsidiary of Mountain View, at the same cost as the previous year. Snow removal would occur at two inches of snowfall, and Tom Callahan would notify the contractor when snow removal was required.

On a motion made by Janice Key, and seconded by Phil Atkins-Pattenson, it was resolved that the roadway snow removal proposal from Snow Management Solutions at a cost of \$80,300 be approved pending minor contract language revisions. All in favor, motion carried.

Action: Management to present the contract language revisions to Snow Management Solutions.

STREETLIGHT POLE PAINTING PROPOSAL

Management provided two proposals for painting the streetlight poles:

- Carson Painting: \$223.20 per pole for a total cost of \$5,580
- Painting Contractors Inc.: \$90 per pole for a total cost of \$2,250

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that the proposal from Painting Contractors Inc. to paint the streetlight poles at a cost not to exceed \$2,500 be approved. All in favor, motion carried.

Action: Management to schedule the streetlight pole painting with Painting Contractors.

TREE WORK IN LANDS END POND AREA

Janice Key reviewed the proposal from Ed Cook to remove 17 fallen Aspen trees at a cost of \$7,800 and to wrap the remaining Aspen trees to prevent beaver damage at a cost of \$50 per tree for 50 to 75 trees.

On a motion made by Janice Key, and seconded by Gayle Riley, it was resolved that the proposal from Ed Cook to remove 17 fallen Aspen trees from the Lands End pond area at a cost of \$7,800 be approved. All in favor, motion carried.

On a motion made by Janice Key, and seconded by Gayle Riley, it was resolved that the proposal from Ed Cook to wrap Aspen trees at the Lands End pond area with mesh wire at a cost of \$50 per tree, and not to exceed \$5,000, be approved. All in favor, motion carried.

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AUTO INSURANCE

The Board approved the Association's insurance policy on June 30, and the complete insurance package was under budget.

Management confirmed that the auto insurance policy would be combined with the Association's insurance policy to ensure that the renewal dates would be the same going forward.

On a motion made by Jonathan Fore, and seconded by Phil Atkins-Pattenson, it was resolved that the auto insurance policy from Menath Insurance with a premium of \$5,600 be approved. All in favor, motion carried.

RESERVE STUDY UPDATE

Management provided a proposal from Browning Reserve Group for a reserve study update at a cost of \$500.

On a motion made by Janice Key, and seconded by Gayle Riley, it was resolved that the proposal from Browning Reserve Group for the reserve study update at a cost of \$500 be approved. All in favor, motion carried.

Action: Management to schedule the reserve study update with Browning Reserve Group.

CABANA BEACH ROADWAY

Glenbrook Underground would be completing roadwork, and the area around Cabana Beach would be completed at the same time to take advantage of the crews being on-site.

Tom Callahan noted that a curb and shoulder would be added to the Cabana Beach roadway, which would eliminate the ability to park vehicles next to the beach, as this contributed to the erosion issues; however, golf cart parking would be permitted.

On a motion made by Janice Key, and seconded by Jonathan Fore, it was resolved that the road work at Cabana Beach to be completed by Glenbrook Underground be approved. All in favor, motion carried.

GLENBROOK INN ROAD WORK

Tom Callahan noted that the end of Glenbrook Inn Road had water on the road due to multiple factors causing the water table route to change. Curtis and Sons would also install a French drain.

On a motion made by Jonathan Fore, and seconded by Phil Atkins-Pattenson, it was resolved that the Glenbrook Inn Road roadway repairs at a cost not to exceed \$8,000 be approved. All in favor, motion carried.

ADDITIONAL STREETLIGHTS

Jonathan Fore noted that two additional streetlights were required to be purchased.

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that the purchase of two additional streetlights at a cost not to exceed \$4,000 be approved. All in favor, motion carried.

Action: Management to purchase two additional streetlights.

WHITE SHUTTLE BOAT

Management noted that the white shuttle boat was old, and it was difficult to obtain replacement tubes. It was recommended to obtain a rental boat at a cost of \$3,500 as a back up boat for the remainder of the summer season, should the main red boat also become non-functional.

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Jonathan Fore noted that this item was discussed during the Board workshop, and it was delegated to the shuttle staff to find a replacement shuttle boat for 2026.

On a motion made by Jonathan Fore, and seconded by Phil Atkins-Pattenson, it was resolved that a rental boat at a cost of \$3,500 be approved and to delegate to the Executive Committee any action required should the red shuttle boat become non-functional. All in favor, motion carried.

6. COMMITTEES

FOREST HEALTH/MEADOWS/FIRE SAFETY COMMITTEE

Sydney Morrow noted that the Board approved for Burn Bot to provide auto-mastication of the common area defensible work at a cost not to exceed \$165,500, which was significantly cheaper than the pricing provided by the Fire Department. Work began on July 15 and was 75% completed. The completed work could be viewed from Old Highway 50. It was noted that 30% of the work was being completed by mastication and 70% by hand crew due to the vegetation and sloping. TRPA would be on-site on August 12 to verify if areas that were identified by Burn Bot could be addressed, and in the meantime, Burn Bot would take a break and return on August 26 to finish the halo behind China Garden and possibly work at Short Road. There would be more chainsaw noise and debris piles. Keegan Shafer at Tahoe Douglas was adamant that the fuel breaks be completed, and he was on-site one to two times per week to review and approve the work by Burn Bot.

Douglas County sprayed twice for noxious weeds, Russian Thistle was marked, and the poisonous Hemlock infiltration was to be sprayed. Homeowners were warned that the poisonous Hemlock looked like Queen Anne's Lace and not to touch this vegetation in Slaughterhouse.

The Board approved the removal of dead Aspens. Beavers returned in March; however, the beaver deceivers were working. The goal was to get the beavers to chew the willows instead of the Aspens.

Sydney Morrow clarified a misconception about work completed in Slaughterhouse Canyon from 2016 to 2020, noting that the work was completed for restoration and dead wood removal, not to provide a habitat for beavers.

EXECUTIVE COMMITTEE DELEGATION UPDATE

The Executive Committee was continuing to work with legal counsel on the cell tower lease.

7. MANAGEMENT/MAINTENANCE

FACILITIES REPORT

SUMMER OPERATIONS – TREES, LANDSCAPING, IRRIGATION

Tom Callahan noted that 30 trees were removed from the meadows for fire safety and meadow health. Asphalt repairs and work at the Pray Meadow hillside were completed. Rock walls would be repaired, and irrigation would be added to the front entry. He was working with Tahoe Douglas to create a burn pile to be burned later in the year. The exit gate was damaged by a truck backing into it, and the gate replacement was paid for by the trucking company. RFID stickers were applied for the resident's lane, and a new circuit board panel was being obtained for the guest lane.

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Phil Atkins-Pattenson noted that there was an improvement in water consumption and that it was assumed to be due to irrigation efficiency.

Tom Callahan noted that Mountain View changed several sprinkler heads, which created efficiency.

MANAGEMENT REPORT

Management noted that he and Suzie were working hard on communicating with the homeowners. Jonathan Fore noted that Suzie requested that homeowners provide any directory changes when they occur, and she would maintain a file to update the directory at the beginning of each year.

Janice Key noted that the vendors' list was removed from the directory because there was inconsistent performance from the vendors, and the Association noted in the directory that they were not recommending the listed vendors.

Management noted that it became arduous to maintain the vendors' list.

Jonathan Fore noted that the directory was updated each year and was provided to the homeowners as a community service.

8. DATE AND TIME OF NEXT MEETING

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

- September 30, 2025 – Special Board Meeting
- November 6, 2025, at 9:00 a.m. – Q4 Board Meeting
- November 25, 2025, at 10:00 a.m. – Budget Ratification Meeting

9. MEMBERS' FORUM

Unidentified homeowner as if Douglas County had been on-site for abatement.

Tom Callahan noted that Douglas County had been on-site several times.

Unidentified homeowner asked if homeowners were permitted to use the trash bins.

Jonathan Fore noted that the Association pays for the trash bins, which was intended for overflow trash and recycling, and homeowners were expected to have their own trash service.

Tom Callahan asked that homeowners not dispose of bulk items in the trash bins and to break down cardboard boxes.

10. CLOSE OF MEETING

There being no further business to transact, the meeting was closed at 11:36 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 12:09:43 PST)

Dec 12, 2025

Director

Date