

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

Held electronically for 238 Old Highway 50, Glenbrook, NV on September 30, 2025, at 08:00 a.m.

BOARD MEMBERS:

Phil Atkins-Pattenson	President
Steve Skaggs	Vice-President
Jonathan Fore	Secretary (<i>Chair</i>)
Gayle Riley	Treasurer (<i>departed at 8:14 a.m.</i>)
Sydney Morrow	Director
Janice Key	Director
Jim Hart	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 Koldinger	107 China Garden Circle
Claude Hutchison	2031 Pray Meadow Road
Beth and Mike Hillberry	1974 Pray Meadow Road
Candy Kelly	259 Short 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 8:02 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. NEW BUSINESS

SLATE OF OFFICERS

The Board agreed to the following slate of officers:

- President: Phil Atkins-Pattenson
- Vice President: Steve Skaggs
- Treasurer: Gayle Riley
- Secretary: Jonathan Fore
- Directors: Janice Key, Sydney Morrow, and Jim Hart

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Steve Skaggs thanked Jonathan Fore for his contributions to the Association as Board President.

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that the slate of officers be as follows: President – Phil Atkins-Pattenson; Vice-President – Steve Skaggs; Treasurer – Gayle Riley; Secretary – Jonathan Fore; and Directors: Janice Key, Sydney Morrow, and Jim Hart. All in favor, motion carried.

COMMITTEE(S) AND CHAIR(S)

The Board agreed to the following members for the Executive Committee:

- Phil Atkins-Pattenson (Chair)
- Steve Skags
- Jonathan Fore

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that the Executive Committee members be as follows: Phil Atkins-Pattenson (Chair), Steve Skaggs, and Jonathan Fore. All in favor, motion carried.

The Board agreed to the following members for the Design Review Committee:

- Joe Miller (Chair)
- Jane Greenthal
- Phil Atkins-Pattenson

On a motion made by Phil Atkins-Pattenson, and seconded by Jonathan Fore, it was resolved that the Design Review Committee members be as follows: Joe Miller (Chair), Jane Greenthal, and Phil Atkins-Pattenson. All in favor, motion carried.

The Board agreed to the following members for the Finance Committee:

- Gayle Riley (Chair)
- Steve Skags
- Phil Atkins-Pattenson

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that the Finance Committee members be as follows: Gayle Riley (Chair), Steve Skaggs, and Phil Atkins-Pattenson. All in favor, motion carried.

SOLAR ENERGY INSTALLATION RULES

The Nevada State Legislative Session signed Bill 440 into law, effective October 1, 2025, which required homeowner associations to respond to homeowners' requests for solar energy installations within 15 to 35 days and restricted unreasonable bans of solar energy installations. Management provided proposed solar energy installation rules, which were reviewed by the Association's lawyer. It was noted that solar companies could ignore the DRC guidelines if the proposed rules were not adopted.

The Board reviewed the proposed rules. It was noted that Gayle Riley provided comments that were not yet incorporated.

Jonathan Fore proposed to delegate the Executive Committee with incorporating Gayle Riley's comments and to approve the solar energy installation rules.

Sydney Morrow objected because she had not yet had time to review the rules.

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Phil Atkins-Pattenson proposed to adopt the rules with the understanding that the Executive Committee would work with the Association's lawyer to review and amend the rules as required, and for the Board to review the amended rules at the next scheduled meeting.

On a motion made by Phil Atkins-Pattenson, and seconded by Gayle Riley, it was resolved that the solar energy installation rules be adopted with the understanding that the Executive Committee would work with the Association's lawyer to review and amend the rules as required, and for the Board to review the amended rules at the next scheduled meeting. All in favor, motion carried.

ED COOK REVISED BID

A bid from Ed Cook to remove Aspen trees felled by beavers was approved at the last Board meeting. The bid was obtained by a homeowner. After approval, Tom Callahan walked the property with Ed Cook, and it was determined that additional trees required removal. A revised bid was received from Ed Cook for removal of Aspen trees at a cost not to exceed \$9,000.

On a motion made by Janice Key, and seconded by Sydney Morrow, it was resolved that the revised bid from Ed Cook to remove Aspen trees at a cost not to exceed \$9,000 be approved. All in favor, motion carried.

Action: Management to schedule the removal of the Aspen trees with Ed Cook.

SHUTTLE BOAT PURCHASE

The Association owned two shuttle boats. The white shuttle boat had failed and reached the end of its useful life. The pier staff tried to find replacement parts; however, parts were no longer available which made the boat not serviceable. Management provided a quotation from Lake Tahoe Boat Company to replace the white shuttle boat with a Zodiac Medline at a total cost of \$68,125.18. The quotation was initially more expensive; however, staff were able to find lower pricing with the local vendor who was also able to provide service and maintenance. The owners of Lake Tahoe Boat Company were also purchasing the same boat, which accelerated delivery of the boat to be received in four weeks. Management noted that manufacturing of these types of shuttle boats had reduced. Several styles of shuttle boats were reviewed; however, many were not name brand and there would be issues with obtaining replacement parts. The pier staff confirmed the Zodiac Medline would service the Association well. The Zodiac Medline was expected to carry 11 passengers, and that the type of seating was an improvement. Steve Skaggs noted that the cost of the boat would be covered by the buoy profits earned over the next three years and the boat's useful life was well over three years.

The red boat was expected to have five more years of useful life. The engine was recently serviced, the tubes were replaced, and back up tubes were on hand. There were cosmetic issues with the upholstery and the high back seats restricted entry to one side of the boat, which was causing wear and tear. A quotation was pending for reupholstery and modification of the high back seats to allow for entry on both sides of the boat.

The boats were put into storage in Carson City during the winter, and the proposed boat size was the maximum size that could be stored in the storage unit.

On a motion made by Janice Key, and seconded by Jonathan Fore, it was resolved that the quotation from Lake Tahoe Boat Company for the replacement of the white shuttle boat with a Zodiac Medline at a total cost of \$68,125.18 be approved. All in favor, motion carried.

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ARCTIC ELECTRIC PROPOSAL

Tom Callahan provided a proposal from Arctic Electric to replace the existing pedestal for the irrigation panel and to install a new electrical panel and irrigation controls with new breakers at a cost of \$3,462.45.

On a motion made by Jonathan Fore, and seconded by Steve Skaggs, it was resolved that the proposal from Arctic Electric to replace the existing pedestal for the irrigation panel and to install a new electrical panel and irrigation controls with new breakers at a cost of \$3,462.45 be approved as presented. All in favor, motion carried.

4. MANAGEMENT/MAINTENANCE

FACILITIES REPORT – FALL PROJECTS

Tree removal and landscaping were in progress, and technicians were working on resolving the white and green entry gates.

DRAIN VACUUMING

Tom Callahan provided a proposal from Mountain View Landscaping to clean the drains and culverts at a hourly cost of \$275, for a cost not to exceed \$4,000.

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that the proposal from Mountain View Landscaping to clean the drains and culverts at an hourly cost of \$275, for a cost not to exceed \$4,000, be approved. All in favor, motion carried.

Action: Management to schedule the drain and culvert cleaning with Mountain View.

GUARDRAIL PAINTING

Tom Callahan provided three proposals to paint the 6x12 guardrails on the back road, South Meadow, Pray Meadow, and by the Glenbrook Club.

- Painting Contractors, Inc: \$9,885;
- Glacier Peak: \$5,349.50; and,
- Nevada US Painting: \$3,200.

Tom Callahan recommended selecting Glacier Peak due to their prep work and the positive experience working with them on the playground last year.

Jonathan Fore noted that there was a discrepancy for the linear feet noted by Glacier Peak and Nevada US Painting.

Tom Callahan confirmed that he walked the property with Glacier Peak, and that they did not miss any sections of guardrails. He would ensure that all areas were addressed.

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that the proposal from Glacier Peak to paint the 6x12 guardrails on the back road, South Meadow, Pray Meadow, and by the Glenbrook Club at a cost of \$5,349.50 be approved as presented. All in favor, motion carried.

Action: Management to schedule the guardrail painting with Glacier Peak.

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DRAINAGE ENGINEERING PROPOSAL

Tom Callahan noted that the drainage issue at end of Glenbrook Road was not resolved by the approved work with Glenbrook Underground. The work resolved the problem temporarily; however, the water changed direction, and the issue must be addressed by an engineer. Management confirmed that a proposal was pending from Lefrancois Engineering.

On a motion made by Jonathan Fore, and seconded by Janice Key, it was resolved that review and approval of the drainage engineering proposal from Lefrancois Engineering be delegated to the Executive Committee at a cost not to exceed \$5,000. All in favor, motion carried.

MANAGEMENT REPORT

Management reported that the office was running smoothly. Activities were being closed down, and the buoy field was closed on September 29. The shuttle boats were pulled, and there were a few boats remaining in the buoy field. The watercraft racks would be closed at the end of October. Tom Callahan reminded homeowners that missing items were at the lost and found in the office, which would be removed at the end of October.

Sydney Morrow reported that the Association was approved for the US Forest Service Community Wildlife Defense Grant in the amount of \$2,979,732. The grant had restrictions on how the funds could be used. The Association would use the funds to shore up fuel breaks, bring down defensible spaces to the individual plots, thin trees in China Garden, manage the meadows, including cleaning up of encroachment, addressing invasive species, cleaning the shoreline, etc. The Association had five years to use the funds, which would be distributed through the Nevada Division of Forestry. More information would be available next week. The Association's intention was to complete the work started by Glenbrook Underground and to build the most fire safe community.

Jonathan Fore thanked Sydney Morrow for her efforts and expertise in writing the grant applications.

5. DATE AND TIME OF NEXT MEETING

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

- November 4, 2025, at 9:00 a.m. – Q4 Board Meeting
- November 24, 2025, at 10:00 a.m. – Budget Ratification Meeting

6. MEMBERS' FORUM

There were no comments for the members' forum.

7. CLOSE OF MEETING

There being no further business to transact, the meeting was closed at 8:35 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 12:10:09 PST)

Dec 12, 2025

Director

Date