

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

Held by hybrid meeting for 238 Old Highway 50, Glenbrook, Nevada, on November 4, 2025, at 09:00 a.m.

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**BOARD MEMBERS:**

Phil Atkins-Pattenson	President ( <i>Chair</i> )
Steve Skaggs	Vice-President ( <i>arrived at 9:06 a.m.</i> )
Jonathan Fore	Secretary
Gayle Riley	Treasurer ( <i>departed at 9:30 a.m.</i> )
Janice Key	Director
Sydney Morrow	Director
Jim Hart	Director ( <i>arrived at 9:25 a.m.</i> )

**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:**

Candy Kelly	259 Short Road
Karla Koldinger	107 China Garden Circle
Georgia Fulstone	110 China Garden Circle
Beth and Mike Hillberry	1974 Pray Meadow Road
Claudia Huntington	1920 Glenbrook 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 09:02 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. REVIEW AND APPROVAL OF MINUTES**

**MEETING MINUTES OF AUGUST 9**

The minutes of the Board of Directors' meeting held Saturday, August 09, 2025, were approved as read without any errors or omissions.

*On a motion made by Gayle Riley, and seconded by Janice Key, it was resolved that the minutes of the Board of Directors' meeting of Saturday, August 09, 2025, be approved as presented. All in favor, motion carried.*

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**MEETING MINUTES OF SEPTEMBER 30**

The minutes of the Special Board of Directors' meeting held Tuesday, September 30, 2025, were approved as read without any errors or omissions.

*On a motion made by Sydney Morrow, and seconded by Jonathan Fore, it was resolved that the minutes of the Special Board of Directors' meeting of Tuesday, September 30, 2025, be approved as presented. All in favor, motion carried.*

**4. FINANCIAL REVIEW**

**FINANCIAL STATEMENTS PERIOD ENDING SEPTEMBER 30**

Gayle Riley provided a report on the unaudited financial statements for the period ending Tuesday, September 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.

Key figures were noted as follows:

- Operating: \$763,108.72;
- Reserve: \$2,246,438.88;
- Total revenue: \$16,848.65;
- Total expenses: \$98,953.95;
- Quarterly assessments were under budget by \$115,802.60; and,
- YTD under budget by \$172,362.17.

Gayle Riley noted that GPHOA was required to contribute \$30,000, and they contributed \$92,652 YTD. She noted that the relationship between GHOA and GPHOA had improved greatly over the past few years.

Janice Key noted that GPHOA members were encouraging more donations and participation, and their past contributions were \$72,000 in 2023 and \$93,000 in 2024, which reflected an increase in the dollar amount contributed as well as the number of donors.

*On a motion made by Gayle Riley, and seconded by Sydney Morrow, it was resolved that the unaudited financial statements for the period ending Tuesday, September 30, 2025, be accepted as presented. All in favor, motion carried.*

**OPERATING AND RESERVE FUND INVESTMENTS**

There were ladder CD's with Morgan Stanley, and a CD coming due in November requiring Board decision. It was noted that Steve Skaggs would manage the investments going forward.

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**2024 ANNUAL AUDIT**

Gayle Riley noted that the auditors recommended a major change to the assets on the balance sheet, specifically a \$450,000 decrease because some property, such as the gatehouse and the pier, should not be listed as an asset.

*On a motion made by Gayle Riley, and seconded by Sydney Morrow, it was resolved that the 2024 annual audit be approved. All in favor, motion carried.*

**CPA AUDIT AND TAX ENGAGEMENT**

The Board reviewed the CPA audit and tax engagement letter for 2025.

*On a motion made by Gayle Riley, and seconded by Jonathan Fore, it was resolved that the CPA audit and tax engagement for 2025 be approved. All in favor, motion carried.*

**5. NEW BUSINESS**

**FISCAL YEAR 2026 BUDGET**

Management provided the fiscal year 2026 budget with an increase of 5.35%, raising the quarterly assessment from \$1,215 to \$1,280, as a result of increased expenses and a 6% increase to the reserve contributions. It was noted that the reserve fund was 45% funded. It was proposed to defer the roadway asphalt work until after the Glenbrook Underground project and tree removals were completed.

*On a motion made by Gayle Riley, and seconded by Sydney Morrow, it was resolved that the fiscal year 2026 budget be adopted as presented. All in favor, motion carried.*

**2026 MANAGEMENT CONTRACT**

Management provided the 2026 management contract for both GHOA and GCTA from Alpenhof with a total cost of \$160,416, which was a 3% increase from 2025. GHOA contributed 70% of the total cost.

*On a motion made by Jim Hart, and seconded by Jonathan Fore, it was resolved that the 2026 management contract for both GHOA and GCTA from Alpenhof with a total cost of \$160,416 be approved as presented. All in favor, motion carried.*

**CANON COPIER LEASE**

Management provided a bid from Canon for the copier lease at a cost of \$257 per month.

*On a motion made by Jim Hart, and seconded by Sydney Morrow, it was resolved that the bid from Canon for the copier lease at a cost of \$257 per month be approved as presented. All in favor, motion carried.*

**7. COMMITTEES**

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

Phil Atkins-Pattenson congratulated Sydney Morrow, who was recently honored by the TRPA with a Lake Spirit Award.

The perimeter fuel break work on the east side of Glenbrook was completed, and the Yerington Tree Project may be completed by the end of this week. The project ran slower than planned; however, it was a

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successful project. The government shutdown was preventing release of the grant funds, which would be sent to the Nevada Division of Forestry (NDF). The Association would be a sub-recipient, and NDF would manage the accounting; however, that meant that there would be a five-month delay in processing the grant funds, and the tree removal at China Garden would be deferred pending receipt of the funds. The project would need to be rebid in spring 2026. Fuel reduction work would be completed on private property to improve the defensible space around the homes. The committee planned to complete as much upfront work as possible while waiting for the funds to be distributed. It was noted that the proximity of the townhomes should be reviewed. It was recommended that homeowners spend time in Yerington Park to see the changes that were made as it was lighter and brighter with improved views. A workshop was scheduled with GCTA to review the townhomes and cottages and to determine how the grant funds should be applied. Ground fuel work was needed at Yerington Park since the trees were removed.

**EXECUTIVE COMMITTEE DELEGATION UPDATE**

The Board approved at the last Board meeting a solar policy to meet required deadlines, and review of the policy was delegated to the Executive Committee. Further information would be provided at the next Board meeting.

**8. MANAGEMENT/MAINTENANCE**

**FACILITIES REPORT**

**SUMMER AND FALL OPERATIONS – TREES, LANDSCAPING, IRRIGATION**

The summer operations were completed and the fall operations were starting. Mountain View had made a great improvement to the community over the past few years. The irrigation would be reduced following repairs. Mountain View would be transitioning into snow removal while a skeleton crew would continue with fall cleanup at no charge to the Association. It was noted that 500 cubic yards of landscaping waste was removed, and Tahoe Douglas Fire was responsible for burning the pile. Tree removal was next to be addressed, and the pile of tree rounds was removed. Additional bulbs would be planted this week at China Garden Circle. An old asbestos drain pipe would be replaced, and the drains would be cleaned.

**RESERVE STUDY – WORK FOR 2026**

Tom Callahan and management were in the process of finalizing the reserve study submission. The curbing work at Cabana Beach would be deferred to 2026, and beach access work for Cabana Beach and China Beach would continue. The BMPs would be updated to ensure alignment with TRPA requirements. There were outstanding permits for maintaining the BMPs, and TRPA brought this up when the beach rehabilitation and buoy permits were being reviewed.

The signage was audited and there were three different formats for the signs based on when they were implemented. The next steps were to replace signs for uniformity.

Janice Key noted that the non-indigenous geese should be removed from the logo, and she recommended to simplify the rules listed on the signs as they were difficult to read.

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The new playset required painting and sand work, and the manager's house required re-tiling in the shower. The tree removal in Yerington Park revealed that there were areas that required updates and repair. A survey would be sent to the homeowners regarding proposed uses for the park.

*On a motion made by Jonathan Fore, and seconded by Steve Skaggs, it was resolved that management be authorized to proceed with work as required for the proposed 2026 reserve projects. All in favor, motion carried.*

**9. DATE AND TIME OF NEXT MEETINGS**

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

- Monday, November 24, 2025, at 10:00 a.m. – Budget Ratification Meeting
- Thursday, February 12, 2026, at 9:00 a.m. – Q1 Board Meeting
- Thursday, May 14, 2026, at 9:00 a.m. – Q2 Board Meeting
- June TBD – Special Meeting
- Saturday, August 15, 2026, at 10:30 a.m. – Q3 Board Meeting
- Saturday, August 15, 2026, at 11:30 a.m. – Annual Meeting
- Thursday, November 5, 2026, at time TBD – Q4 Board Meeting
- Monday, November 23, 2026, at 10:00 a.m. – Budget Ratification Meeting

**10. MEMBERS' FORUM**

**Georgia Fulstone, 110 China Garden Circle**, recommended that GHOA members show their appreciation to GPHOA members for their contributions.

**Janice Key** noted that she provided information about the GPHOA contributions in a recent newsletter, and she and Phil Atkins-Pattenson attended a recent GPHOA meeting and provided thanks for their contributions on behalf of GHOA.

**Candy Kelly, 259 Short Road**, congratulated Sydney Morrow on her Spirit Award. She asked for an update on Lot X and if the Association was proceeding with Dark Nevada Skies as some neighbors had bright lighting.

**Sydney Morrow** replied that BurnBot was addressing Lot X, and they found springs and water flowing in areas that were not previously identified; therefore, the work was halted while determining how to address the area. The area required slow mastication work to ensure that the springs were maintained.

**Candy Kelly, 259 Short Road**, noted that the springs dried up in the spring and flowed again in August, so it was recommended to address the area within that time period.

**Sydney Morrow** noted that the new light fixtures improved having dark skies, and further work would be deferred as behavioral changes and further investigation were required.

**Candy Kelly, 259 Short Road**, requested that additional information be sent to the homeowners about stargazing. She noted that a neighbor left their exterior lights on because they were afraid of bear activity.

**Janice Key** recommended for the Design Review Committee to develop guidelines, particularly for new homeowners or new builds.

**Candy Kelly, 259 Short Road**, noted that there were TRPA and Douglas County stipulations.

**11. EXECUTIVE SESSION**

There was no executive session.

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**12. CLOSE OF MEETING**

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

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