Glenbrook Cottage and Townhome Association
1st Quarter Fiscal Year 2020 Meeting of the GCTA Board of Directors
Saturday, December 14, 2019 12:00 PM
Association Manager's Residence 239 Old Hwy 50

Fiscal Year 2019 Board of Directors Goals

1. Govern GCTA in accordance with the adopted budget which includes assurance of adequate reserves thru the maintenance of appropriate member assessments. In formulating the assessments structure for FY 2019 and the future, carefully review projected asset replacement costs and their timing. Adjust member assessments if necessary, to avoid future special assessments.
2. Recognizing the pending need to reroof all Townhome units, conduct a comprehensive review of their existing condition to develop a phased implementation schedule. Identify roofing materials best suited to the local climatology maximizing longevity, aesthetics and cost-effectiveness. Develop an equitable formula for cost allocation amongst differing roofing requirements.
3. Noting the continuing danger of fire, in conjunction with the Tahoe Fire District, conduct a lot by lot inspection to educate and encourage remedial member actions recognizing the need for defensible space, particularly in the China Garden area, to eliminate dead and diseased trees & brush thus lessening exposure to fire.
4. Strive for transparency in conducting GCTA activities and exhibit responsiveness to the concerns of all members.
5. Continue to foster a spirit of cooperation, respect and mutual support of GHOA, the Glenbrook Club and the Glenbrook Water Cooperative.

AGENDA

1. **Call to Order, Roll Call, Announcements**
2. **Members Comments - Limited to Agenda Items**
3. **Approval of Board Minutes for August 10, 2019 and September 21, 2019 Board Meeting Minutes** (Action Items)
4. **Financial Reporting/Financial Matters** (Action Items)
   A. Review/Acceptance of Draft Audit Report Fiscal Year 2019 by McClintock Accountancy
   B. Cottage/Townhome Operating and Reserve Financials/Bank Accounts
   C. Status of Assessment Payment Delinquencies
   D. Status of Investments
5. **Management Report** (Action Items)
   A. Water Usage Report
   B. Water Sensors/Smart Controllers Update
   C. Landscape and Beautification Enhancements Update
6. **Review/Approve Insurance D&O Coverage** (Action Item)
7. **Fiscal Year 2020 Board of Directors Goals** (Action Item)
   A. Fiscal Year 2019 Performance and Self Grade
   B. Adopt Fiscal Year 2020 Goals
8. **Correspondence**
9. **Other Matters**
10. **Open Forum - Members' Comments**
11. **Executive Session** Meeting closed pursuant to NRS 116.31085-3 (Action Items)
12. **Adjournment**

All members of the Association have the right to have a copy of the minutes or a summary of the minutes of the meeting distributed to them upon request and to speak to the Executive Board, unless the Executive Board is in Executive Session. The items marked for ACTION may be voted on by the Board of Directors.

Glenbrook Cottage and Townhome Association
2nd Quarter Fiscal Year 2020 Meeting of the GCTA Board of Directors
Saturday, March 7, 2020 9:00 AM
Association Manager's Residence 239 Old Hwy 50

Fiscal Year 2020 Board of Directors Goals

1. Govern GCTA in accordance with the adopted budget which includes assurance of adequate reserves thru appropriate member assessments. In formulating the assessment levels for FY2021 and the future, carefully review projected asset replacement (roofs) and maintenance (siding painting) costs adjusting annual assessments if necessary, to avoid future special assessments.
2. Having developed and implemented a plan for maintenance and repair of townhome roofs along with the first stage of the shingle preservation initiative (ROOFMAXX), monitor the effectiveness of ROOFMAXX and consider its application to additional town home units along with associated timing.
3. Given the need for defensible space to reduce the danger of fire work with the Tahoe Fire Department to conduct a lot-by-lot inspection to educate and encourage remedial actions, such as eliminating dead and diseased trees and brush.
4. Strive for transparency in conducting GCTA activities and exhibit responsiveness to the concerns of all members.
5. Continue to foster a spirit of cooperation, respect and mutual support of GHOA, the Glenbrook Club and the Glenbrook Water Cooperative.

AGENDA

1. **Call to Order, Roll Call, Announcements**
2. **Members Comments - Limited to Agenda Items**
3. **Approval of Board Minutes for December 14, 2019** (Action Items)
4. **Financial Reporting/Financial Matters** (Action Items)
   A. Cottage/Townhome Operating and Reserve Financials/Bank Accounts
   B. Status of Assessment Payment Delinquencies
   C. Status of Investments
5. **Management Report** (Action Items)
   A. Water Usage Report
   B. Water Sensors/Smart Controllers Update
   C. Landscape Contract
   D. Townhome and Cottage Spring Inspections
   E. Flower Beds Beautification Update
6. **Insurance D&O Coverage** (Action Item)
7. **Set Dates for Annual Members' Meeting, Board Elections & Record Date** (Action Items)
8. **Correspondence**
9. **Other Matters**
10. **Open Forum - Members' Comments**
11. **Executive Session** Meeting closed pursuant to NRS 116.31085-3 (Action Items)
12. **Adjournment**

All members of the Association have the right to have a copy of the minutes or a summary of the minutes of the meeting distributed to them upon request and to speak to the Executive Board, unless the Executive Board is in Executive Session. The items marked for ACTION may be voted on by the Board of Directors.

Glenbrook Cottage and Townhome Association
3rd Quarter Fiscal Year 2020 Meeting of the GCTA Board of Directors
Saturday, June 13, 2020 9:00 AM

Members Dial-in Number: (515) 604-9099 Access Code: 903-254-703

If you wish to attend, please join the meeting at 8:55 am

Fiscal Year 2020 Board of Directors Goals

1. Govern GCTA in accordance with the adopted budget which includes assurance of adequate reserves thru appropriate member assessments. In formulating the assessment levels for FY2021 and the future, carefully review projected asset replacement (roofs) and maintenance (siding painting) costs adjusting annual assessments if necessary, to avoid future special assessments.
2. Having developed and implemented a plan for maintenance and repair of townhome roofs along with the first stage of the shingle preservation initiative (ROOFMAXX), monitor the effectiveness of ROOFMAXX and consider its application to additional town home units along with associated timing.
3. Given the need for defensible space to reduce the danger of fire work with the Tahoe Fire Department to conduct a lot-by-lot inspection to educate and encourage remedial actions, such as eliminating dead and diseased trees and brush.
4. Strive for transparency in conducting GCTA activities and exhibit responsiveness to the concerns of all members.
5. Continue to foster a spirit of cooperation, respect and mutual support of GHOA, the Glenbrook Club and the Glenbrook Water Cooperative.

AGENDA

1. **Call to Order, Roll Call, Announcements**
2. **Members Comments - Limited to Agenda Items**
3. **Approval of Board Minutes for March 7, 2020** (Action Items)
4. **Financial Reporting/Financial Matters** (Action Items)
   - A. Cottage/Townhome Operating and Reserve Financials/Bank Accounts
   - B. Status of Assessment Payment Delinquencies
   - C. Status of Investments
   - D. Review Proposed Fiscal Year 2021 Budgets
5. **Management Report** (Action Items)
   - A. Water Usage Report
   - B. Water Sensors/Smart Controllers Update
   - C. Townhome and Cottage Spring Inspections
   - E. Flower Beds Beautification Update
   - F. Townhome Roofing Update
6. **Insurance Renewal** (Action Item)
7. **Report from Nominating Committee**
8. **Correspondence**
9. **Other Matters**
10. **Open Forum - Members' Comments**
11. **Executive Session** Meeting closed pursuant to NRS 116.31085-3 (Action Items)
12. **Adjournment**

All members of the Association have the right to have a copy of the minutes or a summary of the minutes of the meeting distributed to them upon request and to speak to the Executive Board, unless the Executive Board is in Executive Session. The items marked for ACTION may be voted on by the Board of Directors.

Glenbrook Cottage and Townhome Association
Special Meeting of the GCTA Board of Directors
Friday, July 17, 2020 12:00 PM
Members Dial-in Number: (563) 999-2090 Access Code: 455199
If you wish to attend, please join the meeting at 11:55 am

Fiscal Year 2020 Board of Directors Goals

1. Govern GCTA in accordance with the adopted budget which includes assurance of adequate reserves thru appropriate member assessments. In formulating the assessment levels for FY2021 and the future, carefully review projected asset replacement (roofs) and maintenance (siding painting) costs adjusting annual assessments if necessary, to avoid future special assessments.
2. Having developed and implemented a plan for maintenance and repair of townhome roofs along with the first stage of the shingle preservation initiative (ROOFMAXX), monitor the effectiveness of ROOFMAXX and consider its application to additional town home units along with associated timing.
3. Given the need for defensible space to reduce the danger of fire work with the Tahoe Fire Department to conduct a lot-by-lot inspection to educate and encourage remedial actions, such as eliminating dead and diseased trees and brush.
4. Strive for transparency in conducting GCTA activities and exhibit responsiveness to the concerns of all members.
5. Continue to foster a spirit of cooperation, respect and mutual support of GHOA, the Glenbrook Club and the Glenbrook Water Cooperative.

AGENDA

1. **Call to Order, Roll Call, Announcements**
2. **Members Comments - Limited to Agenda Items**
3. **Review and Adoption of the 2020/2021 Fiscal Year (FY21) Operating and Reserve Budgets (Action Items)**
4. **Correspondence**
5. **Other Matters**
6. **Open Forum - Members' Comments**
7. **Executive Session** Meeting closed pursuant to NRS 116.31085-3 (Action Items)
8. **Adjournment**

All members of the Association have the right to have a copy of the minutes or a summary of the minutes of the meeting distributed to them upon request and to speak to the Executive Board, unless the Executive Board is in Executive Session. The items marked for ACTION may be voted on by the Board of Directors.

Glenbrook Cottage and Townhome Association

BOARD OF DIRECTORS MEETING

Saturday, September 19, 2020 at 9:00am

This meeting will be held virtually via Zoom

MEETING AGENDA

A. CALL TO ORDER/ROLL CALL

B. MEMBERS FORUM – Limited to Agenda Items

Per NRS 116.3108.4(c) and 116.31083.5, Homeowners may provide comment 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 those 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 upon which action can be taken. (Comments limited to three minutes per Homeowner as a courtesy to others).

***** ACTION ITEMS *****

C. REVIEW/APPROVE MEETING MINUTES

1. Approve the June 13, 2020 Meeting Minutes
2. Approve the July 17, 2020 Special Meeting Minutes
3. Approve the August 15, 2020 Meeting Minutes

D. FINANCIAL REVIEW

1. Accept Current Financial Review
2. Review Reserve Account Investments
3. Delinquency Report
4. Discuss / Approve Financial Updated Reserve Study
5. Discuss / Approve CPA Engagement Letter
6. Discuss / Approve Updated Collection Policy

E. MANAGEMENT / MAINTENANCE

1. Discuss Grounds/Buildings:
    a. Townhome Roof Project – Update
    b. Landscaping
2. Discuss Water Usage Report
3. Discuss Water Sensors / Smart Controllers
4. Discuss Trees – Fallen Tree

F. OLD BUSINESS

1. Discuss / Approve

G. NEW BUSINESS

1. Appointment of Board Officers for Fiscal Year 2021
2. Designation of Committee and Committee Chairs
3. Discuss / Approve Management Contract
4. Discuss Snow Removal Contract
5. Discuss / Approve Asphalt Seal Coating
6. Discuss Fiscal year 2021 Board of Directors Goals
7. Discuss Lot Ownership – APN 1418-10-710-055

H. CORRESPONDENCE

I. OTHER MATTERS

J. 2020/21 MEETING DATES

K. MEMBERS FORUM

Per NRS 116.3108.5, Homeowners may provide comment at any Board Meeting during the "members Forum" portion of the meeting; however, time is limited. 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 upon which action may be taken.

L. EXECUTIVE SESSION (closed to members pursuant to NRS 116.31085-3)

M. ADJOURNMENT

"A copy of the audio recording, the minutes or a summary of the minutes of the meeting will be provided to the unit's owners upon request, in electronic format at no charge to the unit's owner or, if the association in unable to provide the copy or summary in electronic format, in paper format at a cost not to exceed 25 cents per page for the first 10 pages, and 10 cents per page thereafter."