Glenbrook Cottage and Townhome Association

2nd Quarter Fiscal Year 2020 Meeting of the GCTA Board of Directors
Saturday, March 7, 2020 9:00 a.m.
Association Manager's Residence 239 Old Hwy 50

1. Call to Order, Roll Call, Announcements

President Claude Hutchison called the meeting to order at 9:04 a.m.

Present were board members Ross Barnett and Kent Imrie.

Present by phone were Randall Bolten and Susan Countner.

Community Manager Jenny Clark was present.

2. Members Comments
Sharon Bowmen complimented the board on their work.

3. Approval of Board Minutes for December 14, 2019.
MOTION: To approve the Board Minutes as presented for December 14, 2019.
MOTION PASSED UNANIMOUSLY

4. Financial Reporting/Financial Matters
A. Cottage/Townhome Operating and Reserve Financials/Bank Accounts
MOTION: Upon a motion duly made and seconded, it was therefore resolved that the Financial Reports for Fiscal Year End November 30, 2019 through January 31, 2020 and be accepted as presented and that the Board acknowledges that the financials, bank statements, and bank reconciliations were reviewed to all Board members as required by Nevada law.
MOTION PASSED UNANIMOUSLY

B. Status of Assessment Payment Delinquencies
Tabled for Executive Session

C. Status of Investments
President Hutchison explained that interest rates were unusually low. He will continue to monitor and consider moving monies around in June.

5. Management Report
Manager Clark explained the following:
A. Water Usage Report
The board reviewed the Glenbrook Water Coop water usage report for January 2020. The usage is higher than in past years. The GWC is reducing watering times to 3 days a week, 5:00am to 9:00am.

B. Water Sensors/Smart Controllers

Matt Setty with NVENV reported that a final design and equipment purchase will occur in March and installation of the equipment will start in March, weather permitting. The system is anticipated to be fully operational by the end of April. The team has been working on ways to reduce the capital costs of the program. Ewing Irrigation is also working on a water saving estimate based on similar systems. The preliminary estimates of 15%-30% of water volume saving is anticipated, additionally the automated leak detection and rain shut-off features will further enhance the water sustainability objectives of this project. A final budget and a discussion on the system functionality will be provided at the June Board Meeting.

C. Landscape Contract
The board reviewed IPM's proposed contract which includes a 7% increase. President Hutchison would like to speak with Larry Wodarski, owner of IPM about the proposed increase. Also discussed was the possibility of the landscapers using electric blowers.
MOTION: Delegate to the Management Committee for final approval after President Hutchison speaks with Larry Wodarski.
MOTION PASSED UNANIMOUSLY

D. Townhome and Cottage Spring Inspections
Inspections of the Townhome and Cottages will begin the first of April, weather permitting. Notices to owners will go out before the end of April.

The board discussed requiring all homeowners to paint their garages this year.
MOTION: Townhome owners are required to have their garage doors painted the summer of 2020.
MOTION PASSED UNANIOUSLY

E. Flower Beds Beautification Enhancements Update
Management and Susan Countner will have planting ideas for the June board meeting if not sooner.
MOTION: To approve a not to exceed $5,000 for the beautification of the GCTA owned flower beds.
MOTION PASSED UNANIMOUSLY

The Glenbrook Water Coop has restricted watering times to 3 days a week between the hours of 5:00am to 9:00am. Because of limited water we will only plant a small amount of wildflower seeds in the already planted areas and hope the previous year's seeds will bloom.

F. Townhome Roofing Update
An inspection will be made in the Spring and the Board will consider applying ROOF MAXX to the remaining units along with timing.

6. Review/Approve Insurance D&O Coverage
Table for next board meeting. Management waiting on information from the association's insurance agent with Farmers, Mike Peyton.

7. Set Dates for Annual Members' Meeting, Board Elections & Record Date
President Hutchison acknowledged the following:

Move to set the date for the Annual Meeting of Members and to take all other actions necessary in order to set up the annual election process. **Three Directors' positions are coming up for election this year: the seats currently held by Directors Hutchison, Barnett, and Countner.** Pursuant to Nevada law governing homeowner associations, certain procedures must be followed in connection with such annual elections. Attached is a timetable setting forth mandatory dates for various actions that must be taken, based on having the Annual Meeting of Members on Saturday, August 15, 2020.

One of the required procedures that must be followed in connection with such annual election requires a "Notice of Eligibility and Application for Board of Directors" to be sent to all members in good standing which permits members to "self-nominate" themselves to run in such elections. Additionally, the governing documents provide authority for a Committee of the Board to be formed to serve as a Nominating Committee to solicit interested persons to run for seats on the Board.

RESOLVED: That the Date for the Annual Meeting of Members shall be August 15, 2020;

RESOLVED: That the record date for Members eligible to vote at the annual meeting of members shall be July 14, 2020;

RESOLVED: That the Association approves the mailing of the Notice of Eligibility and Application for Board of Directors to all members of the Association as required by law, on June 8, 2020;

RESOLVED: That the final date for Members to respond to the Notice of Eligibility and Application for Board of Directors and for nominations to be made for any vacancies on the Board of Directors shall be July 9, 2020;

RESOLVED: That the final date for mailing of Notice of Annual Meeting, Ballots, and materials shall be July 15, 2020;

RESOLVED: That the final date for Mailed Ballots to be received by mail by Inspector of Elections shall be August 14, 2020;

RESOLVED: That a Nominating Committee of the Board of Directors be and here is appointed and its members shall be Members Randall Bolten and Kent Imrie and they are requested to

solicit suitable persons for service on the Board in the event any of the incumbents choose not to seek re-election; and

RESOLVED: Election of Board Members and Announcement of Election Results According to NRS 116.31034.6: If the notice described in subsection 5 is given and if, at the closing of the prescribed period for nominations for membership on the executive board described in subsection 5, the number of candidates nominated for membership on the executive board is equal to or less than the number of members to be elected to the executive board, then: (a) The association will not prepare or mail any ballots to units' owners pursuant to this section; (b) The nominated candidates shall be deemed to be duly elected to the executive board not later than 30 days after the date of the closing of the period for nominations described in subsection 5; and (c) The association shall send to each unit's owner notification that the candidates nominated have been elected to the executive board.
MOTION: To approve the above mentioned dates.
MOTION PASSED UNANIMOUSLY

8. Correspondence
Nothing brought forth at this time.

9. Other Matters
President Hutchison requested the associations pathways and recreational easements be shown on map and given out to the community. Manager Clark explained that GHOA is currently working on such a map and will have an update at the June boar meeting.

10. Open Forum
Nothing brought forth at this time.

11. Executive Session Meeting closed pursuant to NRS 116.31085-3.
Closed session.

12. Adjournment
President Hutchison adjourned the meeting at 10:40 a.m.