

BREA GLENBROOK CLUB BOARD MEETING MINUTES

Wednesday, January 10, 2024

- **Board Meeting Called to Order: 7:00pm**
- **Board Members Present:** President, Beth Riley
Vice-President, Deb Eliason;
Management Liaison, Christine Denbo
Buildings & Grounds, Ed Munson;
Member Relations, Cesar Zavala;
Treasurer, Michael Tinio;
Community Relations, Ted Gribble;
Secretary, Zubin Chichgar;
- **Board Members Absent:** Architectural Control, Darcie Giacchetto;
- **Staff Present:** Phil Baker, Nancy Foxhall
- **Visitors:** J. Baker
- **Vice President's Report:** Deb Eliason
- **Secretary's Report:** Report Presented
Minutes presented to board for review.
Motion to approve November 2023 Minutes
Moted by: Christine Denbo
Seconded by: Deb Eliason
Approved
- **Treasurer's Report:** Michael Tinio
- **Financial Report presented for Approval:**
Prepared and presented by Phil Baker.
The November 2023 Month-end Financials were prepared by Phil Baker. Our cash balance at the month-end was \$579,416.67. The Replacement Reserve balance for November 2023 at \$287,268.93. November 2023 month-end Delinquent HOA Dues Accounts Receivable were \$3,494.33 for 23 properties ranging in balances due from \$40 - \$1,049.33
The December 2023 Month-end Financials were prepared by Phil Baker. Our cash balance at the month-end was \$596,533.71. The Replacement Reserve balance for December 2023 at \$294,268.93. December 2023 month-end Delinquent HOA Dues Accounts Receivable were \$3,579.33 for 30 properties ranging in balances due from \$10 - \$1,119.33
Motion to approve the November 2023 and December 2023 Financial and the Treasurer's/Accountant's Reports as presented:
Moted by: Deb Eliason. Seconded by: Christine Denbo.
Approved.

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- **Manager's Report:** Nancy Foxhall
 - Update on APN number ([320-032-05](#))
 - \$30,000.00 given to Simple Outdoor Living, for the front entrance remodel payment installment.
 - Need to Approve change order for \$14,000.00 to include removal and replacement of the north end of front entrance remodel. Also, can have the ramp from the parking lot removed and replaced to eliminate current trip hazards and match new pavers (but this is an additional \$3,725.00)
 - Motion to approve both change order and additional work for \$18,125.00 as presented.
 - Motioned by: Deb Eliason. Seconded by: Cesar Zavala.
 - Approved.
 - Need to sign a retainer for the lawyer.
 - Motion to approve the retainer for the lawyer \$1,800.00 for 2024.
 - Motioned by: Deb Eliason. Seconded by: Michael Tinio.
 - Approved.
 - Interest earned on the CD that matured on Dec. 15, 2023, was \$6,669.18. The \$250,000.00 balance was split for reinvestment, \$75,000.00 at 5.35% matures April 8, 2024 and \$175,000.00 at 5.15% matures on June 27, 2024.
 - Still need to find a CPA for that annual audit and filing of the income taxes.

- **Architectural Control:** None
- **Building & Grounds:** Ed Munson- Report Presented
- **Community Relations:** Ted Gribble- Report Presented
- **Management Liaison:** Christine Denbo- Report Presented
- **Member Relations:** Cesar Zavala- Report Presented

- **GLENBROOK ACTIVITIES REPORT:**
 - **Women's Club Report:** None
 - **CERT:** None
 - **Swim Team Report:** None

- **BUSINESS ITEMS:**
 - **Old Business:** None
 - **New Business:** None
 - **Pending Projects:** None
 - **Follow-up Items:** None

- **Meeting adjourned at 8:18 PM**
 - Motioned by: Cesar Zavala. Seconded by: Michael Tinio. Approved.