

**Glenshire Devonshire Residents Association  
Board of Directors Meeting  
Minutes  
October 10, 2018 6:00 P.M.  
at Glenshire Clubhouse 15726 Glenshire Dr, Truckee, CA 96161**

I. Call to Order and Roll Call

Board members present: Pam Stock // Carla Embertson // Jamie Brimer // Peter Tucker // Martha Frantz. Staff present: Lori Kelley.

II. Pledge of Allegiance: Done

III. Property Owner Comments:

- Playdate owner, Tyler Ross, showed video of kids at clubhouse and field trips, indicating the clubhouse being the core of cultivating the community.
- Nora Turner, owner:
  - Would like to see the board address Playdate re: parents parking in handicapped spaces
  - Requested drones and other noisy things flying over lake be addressed
  - Asked if renting out mobile homes was addressed in STR committee
- Pat McKechnie, summary: Been a property owner/resident for 25 years and Truckee resident for 45. Ashley Pose, head lifeguard is his daughter, and his thoughts do not necessarily reflect hers. The last 6 months feels the board has detoured from the traditions of our community, taking actions which are not characterized by property owners they represent. The cause for this deviation is me and other property owners like me because our association has had such a great track record, when it comes to economical homeowners' dues, preservation and growth of property values, our primary amenity – the pool, that is why I rarely attended meetings; the derailment is my fault and I will do my best to be a better proactive member in the future. Couple of indicators of this divergence is the intention and action of the board to cut the pool staffing in half and separation of our GM, Dan Warren. According to the minutes, the board discussed increasing revenue by opening pool up to non-owners; one GDRA member asked "why are we discussing this" and said he feels fine paying for the pool even though he doesn't use it much. Another member stated he feels it's chiseling away at a special community. At the July meeting the board directed staff to reduce pool staffing by 33 to 50%. At the August meeting, according to the minutes, board recommendation was focused on cutting pool expenses. The board voted on schedule #3 and don't know what that is because it's not included in minutes. It's clear the board is focused on cutting expenses at the pool. Don't know why you're trying to cut expenses, looking at our 2017 financials we seem to be in the black. Our fees are best deal in town and in fact have not kept up with our property values. Asking lifeguards to check passes as you recommended at August meeting is asking them not to do their job. If you have one lifeguard at a time and they're checking someone's pass, that's dangerous. Asking lifeguards to sell snacks while on their break as you recommended at August meeting is illegal. I don't know why we would cut finances the pool operations when we just poured over \$1M into this thing. My advice if it aint broke don't fix it. Secondly, Dan's departure - Dan was a good GM and steward of our association. He wasn't afraid to get his hands dirty or work with owners who were not in good standing and guided our community with the environment in mind. Reading through the minutes of recent meetings it's clear staff is being micromanaged by the board. I hope that we are lucky enough to find another GM as good as Dan. As for tonight, after property owner comment is complete, I am want to ask each of you to state how you intend to lead this community in the future. Do you

intend to micromanage or intend to guide? Do you plan to run our beloved pool at bare minimum staffing or do you plan to expand its impact on the young and old of our community. Do you plan cut our budget until there's nothing left of our association or do you plan to grow GDRA along with the values of our homes and families of the house.

- Jim Smith (summary): Lived here for 20 years. Have concerns about the board's decision to attempt to cut pool staff. My children and grandchildren use the pool and I always feel safe in sending them over here. If your attempt is to cut the number of people who oversee the larger number of users of pool at any one time, I think that's foolish and very short sided. I'll remind you of your fiduciary responsibility to take heed of your responsibility to furnish insurance and and to not be negligent.
- Pam referred to September 3<sup>rd</sup> minutes where staff proposed another staffing schedule and it was passed. It was an option that Ashley and Ken put together and felt was still safe, and the board did pass it.

IV. GDRA Board Member Comments:

- Jamie wanted to say how nice the current Shire looks and reminded everyone to look at it.
- Pam commended Lori for all of her hard work.

V. Presentation: None

VI. Workshop and Discussion

Discussions will use the following format: (a) staff report, (b) board discussion (c) GDRA Homeowner comments (*comments can be limited to 3 minutes*) (d) board deliberation and action.

1. Lake Health

Why is this item on the agenda?

- To begin preparing an action plan and budget re: Lake Health
- To appoint a board member as head of Lake Health Committee
- A local hydrology consultant plans to be present to help GDRA board with this process
- Jeremy, hydrologist, was unable to make it to present tonight, but sent over a list of recommendations on methods to deal with lake health, including pros and cons of each method. Board reviewed the information.
- Solitude Lake Management has responded to RFP. Initial response included in board packet. Their representative will be meeting with Peter and Lori, and possibly Marty to walk the Lake and provide their suggestions. Truckee River Watershed Council is going to analyze the recommendations to help guide us.
- Board discussed and asked if we could start in the fall, and could use the funds in capital.
- Board and staff discussed the TTCF funds possibly being used for lake health – would need to speak with them.
- Member asked what board is thinking about doing
- Peter: There is clearly a weed and nutrient problem, so we are exploring was to treat that.

2. Firewise Community Application Update

Why is this item on the agenda?

- To prepare and adopt an action plan which is needed in order for Truckee Fire to submit for our Firewise Community approval.
- To appoint a board member as head of Firewise Community Committee (Motion needed)
- Pam presented how she investigated how GDRA can be a Firewise community and how important it is to get this designation, which says this community as a whole is dedicated to chopping down weeds and limbing up trees and making each property as fire safe as we can.

This may provide GDRA owners the ability to get certain insurance companies to insure them that no longer do. Pam and Lori are meeting with Firewise Community members to finalize the information for the application to be submitted for Firewise designation.

- Member mentioned how this should be a top priority for all of us.
  - Pam mentioned we have to give funds to this and hold community meetings, and already have. The budget will be approximately \$7,000/year and will be spending these funds through March 2022. We apply and pledge to do all items in the applications: spend funds, hold meetings, articles in shire, etc.
  - Member asked if this is the same thing that Cal Fire is doing by going out to properties and telling them what to do to make their property fire safe. Pam said this is a community wide effort and includes the GDRA open space areas and will still jeopardize our homes. Staff stated this is what most of the funds will go to. Peter mentioned it is the responsibility of HOA to maintain these areas.
  - Pam motioned to continue investigating and applying for a Firewise Community designation.
- Approved: 5 - 0.

3. Re-Appoint members of the Design Review Committee,  
Why is this item on the agenda?

To provide updates as provided by GDRA By-Law Article X and CC&R Article V, the GDRA board of directors is to annually appoint or re-appoint members of the Design Review Committee. The committee must be composed of not less than 3 but nor more than 5 members.

Marty motioned to re-appoint and appoint: Ron Boehm, Brian McEneaney, Jamie Brimer and Tyler Ross: Approved 5 - 0.

4. 2019 Final Draft Budget

Why is this item on the agenda?

-Board will discuss minor revisions of 2019 budget

-Approval is needed to adopt 2019 Final Draft Budget, directing staff to move forward with preparation of 2019 Final Draft Budget Mailer to be adopted at the November 2019 board meeting (Motion needed)

- Staff presented minor revisions:
  - Increase Starkeys \$300 for annual meeting food since they ran out last 2 years
  - Allocated \$7,000 to defensible space per Firewise designation
  - Reduced mileage by \$575
  - Reduced HR from \$5,000 to \$3,500 based on research with HR companies
- Jamie mentioned about Starkey's \$300 increase being a good idea
- Board discussed other items, including Truckee shuttles – left in budget
- Pat McKechnie: Questioned if pool staff is same amount as last year. Pam said no, was \$60,000 last year. Pat: So we are reducing pool staff hours. Are they getting a raise like rest of the staff? Pam: Not same raise; they get a raise every year. Peter: The pool staff raises are determined by GM and staff, not the board. Pat: Not only are you cutting the hours, you are also cutting amount of anticipated amount to pay next year. Pam: Reminder, the board approved a pool staff schedule that came from Ashley, Ken and Dan. Pat: A couple meetings ago you voted to cut pool staffing, then in August you voted to cut it again, so what's to keep us next month from voting another pool decrease? Jamie: We learned a lot through whole process and one of things we made our determination was based on Ashley and Ken's input. Peter: The process is we get feedback and budgets given to us by staff, including your daughter, and look at all the information and pass a budget, which could take a couple months. We passed a budget now and hope it will be relatively stable and we will move forward based on the budget. Not to say we can't make changes, but we have evaluated and gotten feedback

from pool staff based on their concerns about safety, and would like to say that everyone, including multiple staff, realized there were too many lifeguards at times. So, that was our starting point. Member: So none of you intend like in July in asking staff to forget the budget passed last year and cut it mid-season. According to minutes, you asked staff to cut for 2018. Board disagreed. Jamie: We talked about 2018 and we all agreed it would not be a good idea and quit going down that road. Peter: Specifically staff said it's not a good idea to cut lifeguarding in 2018 and we didn't cut it. Pat: Point is why are we making such a huge change in our community because our community is so great, but we let go of our GM? Jamie: One of our jobs is to analyze things to avoid raising our dues and expenses and having special assessments. The board mentioned to Ashley that if the new approved budget for the pool staff is not adequate, we want to know about it. If this plan is not working we don't want to hear I told you so, we want to hear it's not working so we can then improve it and do what needs to be done. Pat: My point was with the GM. Why are we making such a big change in direction by separating from Dan Warren when it seemed like everything was going pretty good. Secondary is pool hours, every kids summer vacation dream is to play at pool and be safe and be able to associate with life guards. Real point is by such a small community, severing ties with the GM, that it seemed like hey, was he embezzling. Board did not discuss. What direction are you taking our community? Jamie clarified due to earlier question re: us answering questions in public comment. Public comment is for public comment, not to discuss any items that are brought up. If you want something discussed, you can ask to have it put on future agenda. Pam: Reminded we are not discussing any more about parting with GM. Pat: Didn't ask that question, but what their direction is.

- Jim: Doesn't think anyone on board needs to take offense from anything that comes out of the audience. Your agenda gives you opportunity to comment if you choose. My concern again is how pool operates and if you don't have enough life guards and a child gets hurt, you're going to have litigation that will far outweigh the money you're saving by doing away with a single lifeguard. If you want to do away from someone from snack stand or check passes, that's fine. I'm just suggesting that you don't do away with any lifeguards.
- Jamie: brought up drinking fountain, with outrageous costs, \$2 - \$4k, plus installation. Board discussed expensive due to being ADA compliant, anti-freeze proof. Member: Tyler feels it's very needed, especially when scorching hot. Board discussed.
- Lori requested to reply to Pat's questions regarding 2019 pool staff wage increase is a minimum of 9%, and apologized the explanation line was accidentally cut off on budget worksheet.
- Carla motioned to adopt the final draft budget as amended per Lori's notes: Approved 5 - 0.

#### 6. Bank Signature Cards

Why is this item on the agenda?

In order to remove resigned member and add new member as signors, the board needs to approve which directors are to be signors on all GDRA bank accounts, and which staff member can retrieve information only on all GDRA bank accounts. (Motion needed)

- Pam motioned that all GDRA board members be signors on all GDRA bank accounts: Pamela Stock / Carla Embertson / Peter Tucker / Jamie Brimer / Martha Frantz and Lori Kelley as staff member to retrieve information only on all GDRA bank accounts. Approved: 5-0.

#### VI. Community Update

Pulled 13 (See below)

Pam motions we approve 5 through 12: Approved 5 - 0.

7. Staff report
8. Copies of Correspondence
9. Design Review Committee Meeting Minutes
10. Monthly financial reports
11. Approval of Minutes of September 3, 2018 regular meeting and annual meeting, and September 18, 2018 special meeting
12. Important 2019 Community Association Law Updates
13. GM Working Group: Peter: Need to have 1 or 2 board members spearhead the GM search or whatever staffing options we come up with. Not a formal committee, just board members coming up with job description, and explore staffing changes different than they have been in the past, but would probably need to come before the board.  
Pat McKechnie: Ask before we embark on a search, it's clear we're changing direction, so we should probably define what direction we're going as a community before we start to search.  
Peter: Disagrees that we are taking new direction.  
Pam: thinks initial search has to do with looking at options and putting in place HR things not currently in place, before we begin to go into job description.  
Jim: Asked who is taking care of GM duties. Mostly Lori, and she meets with Pam regularly. Board said they are more involved and are grateful for Lori and Kelli stepping up with additional duties. Board stated they are stepping up and handling additional things as well.  
Jim: Is tentative timeline in place? Board: Not sure yet, just now starting the process.

VII. Executive session

14. Contract(s) / Quotes for snow removal: parking lot:
15. Quote for snow removal: walkways/stairs/ramp/deck.
16. Quotes for pool closing:
17. Staffing

Discussion and possible action properties:

18. Unit 1 Lot 009
19. Unit 1 Lot 031
20. Unit 3 Lot 078
21. Unit 3 Lot 113
22. Unit 3 Lot 116
23. Unit 3 Lot 307
24. Unit 4 Lot 026
25. Unit 4 Lot 083
26. Unit 4 Lot 155
27. Unit 4 Lot 209
28. Unit 4 Lot 491
29. Unit 4 Lot 588

Consent items:

30. Copies complaints
31. Unit 2 Lot 142
32. Unit 3 Lot 205
33. Unit 4 Lot 362
34. Minutes of August 28, 2018 executive session

List of properties with delinquent dues and assessments:

**As set forth in GDRA's Delinquent Assessment Collection Policy and by CA Civil code 5705, 5715, 5720 Glenshire has entered into a contract with Allied Trustee Services to collect Delinquent Assessments on the properties listed below:**

4-542

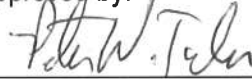
IX. Adjournment: 8:10 p.m.

Submitted by:



\_\_\_\_\_  
Lori Kelley, Admin. Assistant

Approved by:



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Peter Tucker, Secretary