

**Glenshire Devonshire Residents Association
Board of Directors Meeting
Minutes
November 14, 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 // Peter Tucker // Jamie Brimer // Martha Frantz. Staff present: Lori Kelley

II. Pledge of Allegiance: Done

III. Property Owner Comments:

- Playdate owner, Tyler Ross, gave update on fence project, and go to end of installation and was missing 3 panels. So, he is modifying to install a gate instead of panels on south side due to traffic coming from pond side.
- Pam said looks great.
- Marty asked if any concern pertaining to State regulations in regard to having to gates as opposed to one. Tyler said no, because height of gates is above reach of the children.
- Peter said looks really great and asked about pile of stuff. Tyler said will be removed tomorrow.

IV. GDRA Board Member Comments:

- Pam brought a signal horn to share with people about the effectiveness on scaring bears away
- Pam: We are in process of starting to create new letters to owners that will state reason for sending letter, but want them a little softer (please & thank you).
- Marty: Wants update on pool closing all taken care of

V. Presentation:

1. 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.
-Board to review and approve 2019 final budget mailer.

2. Approve 2019 minor budget amendment and final budget mailer
-Board approved at October 10, 2019 final budget. Board approval needed for amended final 2019 budget which includes two changes: 1) reallocation of \$1,000 net income to grounds maintenance (snow blowing), 2) reallocation of \$112 net income to office equipment maintenance (copy machine).
 - Board asked questions and for clarifications.
 - Marty motioned to reallocate \$1,000 of 2019 budget to snow blowing and \$212 to office equipment maintenance, i.e. copy machine,: Approved 5 - 0.
 - Peter motioned to accept the 2019 final budget mailer that Lori sent: Approved 5 - 0.
3. State Water Resources Control Board water storage application
-SWRCB is requiring GDRA to hire attorney or consultant to assist in our water storage application for which there is a February 1, 2019 deadline.

indicates first time contacted is August 2017. Bob said they can take enforcement action and he will ask State Water Board, and hopes as long as we are moving forward it will probably be okay.

- Carla suggested to authorize more than \$5,000 due to no December board meeting
- Bob will correspond with Lori & Peter
- Ask Water Board to make Wagner agency for this project.
- Peter will work with Lori and consultant/SWRCB on this matter.
- Peter motioned to engage Wagner firm regarding the issue of 50 year old permit and authorize \$10,000 initial estimate. Approved: 5 - 0.

4. Firewise Community Designation:

-Pam updated community regarding GDRA receiving national certification of being a Firewise Community and on steps going forward, and there are a lot of things it involves. Having members that clean up their property, collecting the hours they spend and we have to reach a certain amount. They allocate approximately \$25/hr. for each hour spent by property owner, and we have to have enough hours annually to reach \$33,288 (Marty calculated 1350 hours/1 hr per property). Peter felt it would be good for this to be electronic, survey monkey. Jamie mentioned the 1 acre properties will spend easily 10-15 hours. Pam: There will be a big community meeting and will put this out in the Shire. We've qualified for approximately \$70,000 Fema grant to help clean up open spaces (need to check on timeline). There's a Scholarship program for adults approx. 18 - 24, for performing defensible space work in GDRA open spaces. Fire department is really into this and they are going to make an evacuation plan for us. Not just Glenshire, Juniper Hills, Meadow, Martis Peak, Cambridge... Pam would like to have a notification program for fires better than Nixle - a big horn you could hear throughout the community. Pam will take this to the town. Board agreed.

- Board discussion
- Board said ideal to track volunteering electronically/survey monkey/etc.
- Member suggested Next door for outreach

5. Lake Health Status

- Peter gave update on status and steps going forward: We met with two consultants on pond health and do not yet have estimates. Work would not happen until at least spring and probably later due to SWRCB matter.

6. CC&R Committee

-Update on status and steps going forward
-Board to possibly adopt change to original Charter
-Board to possibly appoint new committee members

- Peter updated they have been working diligently every two weeks. Recently 5th member dropped off the committee and we noted this in last e-blast. Trying to recruit at least one more community member so we can keep on going. Going well and lot to get through. First pass will identify sections we would like to address or change and then have a public meeting to get feedback from membership on what their ideas are. Then make a second pass will involve putting pen to paper on what changes will be and will give to attorney for legal review and write CC&Rs revisions in legal ease and make sure all are legal and proper. Then will do a second public meeting to get inform membership and get their feedback. They started with Bylaws, now in middle of CC&Rs, and finish the CC&Rs then Rules.
- Member asked what time commitment is. Peter: 1 hour every 1st and 3rd Monday of month. A couple hours of reading in between.
- Peter said they have been posting agendas.

7. Human Resources

-Board to discuss and decide on next steps

- Carla updated that we have a lot to do prior to getting GM. We first need to have HR things in place, job descriptions, etc. Thinks it will be end of March before we actually do a head hunt. Carla doesn't think HR consultant is necessary at this point, as her and Pam have experience in this. Certainly when items are written, we certainly want experts to look at this. Feels too much foundation to be laid before going forward.
- Board asked if bare bones policies/manuals are being started - yes. Further board discussion.
- Pam stated her and Carla need Lori's input, especially job descriptions.
- Peter echoed Pam that committee going to Lori as a resource is important, so her input is important for creating better efficiencies, systems and staffing.
- Lori mentioned there are ongoing changes in employment law, and staff doesn't have time to keep upon all of this even with the monthly Cal Chamber newsletters, so questioned if we should do bare minimum fee for HR company to make sure we are covered, because and doesn't want to miss something important.

8. Possible budget amendment to 2018 budget to transfer excess operating into reserves.

-Excess operating funds are subject to taxes but carryover Reserve funds are not. Staff will prepare year projections to narrow in on exact amount of carry over, pending SWRCB/Lake legal fees, HR fees, etc.

-Board needs to decide on the amount, if any, to move to reserves

- Extensive board discussion re: keeping some funds in operating/some in reserves.
- Staff indicated the \$106,000 excess projection could change significantly by year end.
- Further board discussion
- Marty motioned to amend 2018 budget for 50% of final estimated excess operating budget be put into reserves fund. Approved 5 - 0.

9. New GDRA Policies

-The 2019 Budget Mailer is distributed to members in November 2018, which includes new and amended policies.

-Board to discuss and possibly create/amend HOA policies - possibly re: recycle/green bins, trash/food storage.

- Board discussed putting information in Shire and in E-blasts about not putting bins/trash out and have complainants contact the town.
- Put word out about it's always been our policy trash does not go out, etc.

10. March 1, 2019 Shire Content

-Board to discuss and decide on some Shire content

- Staff asked on behalf of CC Media request if they would accept cannabis ad: not at this time
- Firewise / Garbage & Bears / Devastating fire photo on front & pool staffing clarifications.
- Inform people that when they put banners up need to be taken down.

VI. Workshop and Discussion Pulled #14 (see below): Approved 5 - 0. Pam motioned we approve items 11, 12, 13: Approved 5 - 0. Jamie motioned we approve 5 through 12: Approved 5 - 0.

11. Staff report

12. Design Review Committee Meeting Minutes
13. Monthly financial reports
14. Approval of Minutes of October 10, 2018 regular meeting: Jamie noted minutes roll call needs to change prior board meeting name Devin to Carla and amend staff. Also brought up how to get Playdate parents not park in handicap spaces. Board recommended creating fine letter to put on vehicles and change location of spaces.

VII. Executive session

15. Staff review

Discussion and possible action properties:

16. Unit 1 Lot 009
17. Unit 3 Lot 078
18. Unit 3 Lot 113
19. Unit 3 Lot 116
20. Unit 3 Lot 307
21. Unit 4 Lot 026
22. Unit 4 Lot 083
23. Unit 4 Lot 155
24. Unit 4 Lot 588

Consent items:

25. 1-031
26. 1-068
27. 3-029
28. 3-048
29. 4-153
30. 4-184
31. 4-209
32. Copies complaints
33. Minutes of October 10, 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: 9:15 p.m.

Submitted by:



Lori Kelley, Admin. Assistant

Approved by:



Peter Tucker, Secretary