

**Glenshire Devonshire Residents Association  
Board of Directors Meeting  
Minutes  
October 10, 2019, 6:00 P.M.  
Glenshire Clubhouse 15726 Glenshire Dr, Truckee, CA 96161**

**Directors Present:** Carla Embertson, Claudia Hanson, Andy Anderson, Kathleen Raber  
**Directors Absent:** Doug Wurzelbacher  
**Others Present:** Lori Kelley – Glenshire, Dan Turner – Glenshire, and Eric Wicks– CAMCO

**Call to Order and Establishment of Quorum**

The meeting was called to order at 6:03 p.m.

**Pledge of Allegiance**

Done.

**Property Owner Comments**

No comments were made.

**Reports**

**Operations Manager Report – Lori Kelley – See Report**

Discussion of reducing the number of meetings from 12 to 2 meetings per quarter. After discussion it was decided to handle on a case by case basis. The Board is open to reduce the number of meetings per year going forward.

**Facilities Manager Report – Dan Turner – See Report**

The Clubhouse had its first commercial fire inspection. It was noted the building did not pass. There are several areas that need attention. It was announced the follow up inspection will be performed in November. It was further announced many of the violations focused on storage in mechanical rooms.

**Unfinished Business**

**Community Survey Results to date**

It was announced the Survey deadline had been extended. The results to date were presented by Ms. Kelley.

**2020 Budget Discussion**

A draft of the 2020 Budget was reviewed. All Board members were provided opportunity to provide input on the budget line items. After discussion it was decided to increase the user fee portion of the income to offset potential increases in member assessments. The budget was reviewed. Minor modifications were made to certain line items. There will be a future budget meeting.

**Consent Calendar**

1. Approval of Minutes – September 2, 2019 Board of Directors and Annual Meeting
2. Design Review Committee Meeting Minutes
3. Firewise Committee Meeting Minutes
4. Monthly Financial Reports
5. Correspondence

It was moved, seconded, and passed unanimously to approve the Consent Calendar.

### New Business

A fund transfer was discussed. It was moved, seconded, and passed to approve a \$40,000 funds transfer from the Operating Savings account to the Operating Checking account.

The Appointment of Committee members and Chairpersons was discussed. The following people were appointed to the following committees: It was moved, seconded, and passed to appoint the following people:

Design Review – It was moved to appoint Ms. Hanson to the Design Review Committee as Chair.

Firewise- It was decided to remove one of the GDRA employees from the committee. After discussion it was decided Ms. Kelley would remain on the Firewise Committee. The following members were appointed to the Firewise Committee:

1. Lori Kelley
2. Simone Cordery-Cotter
3. Doug Coulter
4. Jennifer Bloomfield
5. Adrian Juncosa
6. Brita Tryggvi
7. Tom Kulczycki
8. Jake Hudson
9. Scott Carino
10. Jamie Sheppard
11. Jeff Bohnet
12. Doug Wurzelbacher

Chairperson: Doug Coulter

CC&R – It was moved, seconded, and passed to appoint the following members to the CC&R Committee:

1. Charles Timinsky
2. Colleen McCarthy
3. Susan Robinson

Lake – It was moved, seconded, and passed to appoint the following members as the Lake Committee Members:

1. Andy Anderson
  2. Dan Turner
- Chairperson: Andy Anderson

### 2018 Income Tax Returns

The 2018 Income Tax Returns were signed.

### AB 670

A summary of AB 670 concerning accessory dwelling units was discussed.

### Truckee Fire Defensible Space Inspections

Tabled to next meeting.

Summary of Executive Session meeting on September 2, 2019

It was announced the Executive Session meeting on September 2, 2019 concerned member complaints and pending litigation.


Fund transfer

It was requested to move the operating funds from Edward Jones to Bank of the West. It was noted to there would be a greater interest rate realized if funds were moved to a new money market account at Bank of the West. After discussion it was moved, seconded, and passed to move \$200,000 to a new money market account. It was further moved, seconded, and passed to move \$50,000 from the operating account at Edward Jones to the Operating account at Bank of the West.

Adjourn to Executive session

The Board adjourned to executive session at 9:24 p.m.

Prepared and submitted by:



Eric Wicks  
CAMCO

Approved by:



Kathleen Raber, Secretary  
GDRA

## OPERATIONS MANAGER STAFF REPORT (10/5/2019)

- We are keeping busier than ever!
- Firewise Community We are working with some of the adjacent associations in hopes of increasing the fire safety in our entire region. This does take time to keep organized, and we have some great committee members and volunteers. Our annual filing is due beginning of November in order to maintain our status. We are required to hold a large annual wildfire preparedness workshop, do consistent outreach and fund open space fuel reduction projects as well as defensible space programs for our members.
- Defensible Space/Tree Removal Inspections have been almost a daily request
- 2020 Budget/Reserves has been taking a lot of time and research for both Dan and myself. Hopefully we've been able to summarize things well for you in the budget projections.
- Clubhouse Rentals have been back to back, and continue to increase
- New PT Admin Staff Kelli had been offered another job that provides great benefits. We've been two weeks without her, and she is missed! A few good candidates have been interviewed and plan to hire this week.
- Shire Newsletter October is the largest issue ever, they keep adding ads so then we need to provide more articles. It was nice to have two board members to run things by, thank you!
- October/November Training new staff and preparing Budget Mailer and Annual Billing will definitely consume our time. Kelli offered to help train when time, so that is great.
- GDR Board Meetings I know it's been brought up by Eric, and I'm wondering if it could be considered in the near future skipping another meeting or two per year. Post board meeting tasks take time to implement, and then it's already time to prepare for the next one. I've worked here for almost a decade now, and have never seen so much on our plate, so looking for ways to be more efficient.

Thank you!

**FACILITIES MANAGER STAFF REPORT (10/10/2019)**

REPORT WAS GIVEN VERBALLY