

**Glenshire Devonshire Residents Association  
Board of Directors Meeting  
Minutes  
June 11, 2020  
6:00 P.M.  
Teleconference**

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

**Call to Order and Establishment of Quorum**

The meeting was called to order at 6:04 p.m.

**Property Owner Comments**

No owner comments were made on items not on the Agenda.

**Presentations**

None

**Reports**

Operations Manager Report – Lori Kelley – See Report

Facilities Manager Report – Dan Turner – See Report

**Unfinished Business**

SWRCB Board Water Storage Application – it was noted the report was filed in June. There has been no action taken on the monitoring device. It was noted they will be progress that should result in a permit for the Dam.

**Firewise Community Matters**

It was noted most of the Associations have broken the MOU. After discussion it was decided to forgive the actions due to the COVID – 19.

Fire banner were discussed. It was decided to proceed with the budgeted purchase of the banners.

Discussion of sending a letter to CA Fire Marshal, Governor and others was discussed. It was decided to hold off on sending any additional letters.

**Consent Calendar**

1. Approval of Minutes – May 14, 2020 Board of Directors.
2. DRC Minutes May 12, 2020 and May 26, 2020
3. Monthly Financial Reports
4. Correspondence

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

**New Business**

An owner requested approval of for the installation of memorial bench at Glenshire Lake. After discussion it was decided to let the owner proceed with installation. It was requested she work with Mr. Turner on the placement.

The Election rules were discussed. It was noted the Election Rules were distributed to the membership for 30 day review. It was moved, seconded, and passed to adopt the new Election Rules.

Facilities Reopening Update – Mr. Turner announced there are no updates as to a concrete date that facilities will be able to open. Mr. Turner is following the County Guidelines closely. It was noted the Pool will be available for use by reservation only. The price for pool use is going to be billed by the space. It was noted each space can hold up to four family members.

Raley's was discussed. It was announced the Association was contacted by Raley's to perform some community outreach. It was further announced Raley's may be interested in sponsoring a members day at the beginning of the Fall.

Fund Transfers were discussed. No funds transfers were discussed. It was noted the funds will be kept in money market accounts.

It was announced the Executive Session meetings held on May 14, 2020 and June 4, 2020 included discussions of contracts with tenants.

**Adjourn to Executive session**

The Board adjourned to executive session at 9:32 p.m.

Prepared by,

Eric Wicks  
CAMCO

Approved by,



Kathleen Raber  
GDRA Secretary

## Operations Manager Report 6.9.2020

1. The “new norm” seems to bring a lot of extra work for HOAs. A tremendous amount of escrows, design review application requests, tree removal requests, paint approval requests, etc. is keeping us quite busy. Also setting up things electronically as we go. I’m pitching in on handling complaints, coordinating defensible space contractor meetings on some common space areas, inspection replies, etc. as Dan is quite consumed with inspections and facilities and still needs to handle the balance of fire inspection work. I’ve re-hired Kelli approx. a few hours a week to help with the paperwork, as I’m unable to keep up, even at 70 hrs/week. It’s not yet decided on when Heather will return, and I will connect with her on that in near future. Tentative plan is for her to slowly return, working from home.
2. I’ve been working on accounts receivable with slow and steady progress. Seems people are just behind in general.
3. I’m coordinating meetings with defensible space contractors and Dan on common space parcel between Donnington and The Strand, as neighbors have been contacting us regularly since last fall.
4. The owner of the 60 acre parcel behind Glenshire homes on east side of Glenshire Drive, between Martis Peak Rd and Woodbridge, did brush clearing work for fire safety. Some of those residents have been inquiring about this area so Truckee Fire contacted owner, and they did the work!
5. The Firewise Committee has become active again. More details later in board meeting. I’ve been working with Nevada County re: Chipping programs and other fire safety programs. After Green Waste Day events are done end of June, we will continue on.
6. FYI:
  - GDRA received SBA PPP loan funding last week.
  - GDRA \$65,000 short term loan from operating to reserves was re-paid May 20, 2020 loan
7. I have not had a chance to process all of May information in order to prepare financial reports. Hope to get to this the week after the board meeting.

## **Facilities Manager report 6/11/2020**

1. Parking lot Re-paving project has been completed. Everything went well. The grade and standing water issue by dumpster area was fixed also. The line painting was completed Saturday. Reopened the parking lot Monday the 8<sup>th</sup>.
2. Working on getting bids to complete some more definable Space work on open space between the Strand and Donnington that did not get finished last summer. I will be looking at our other open space properties soon with Truckee Fire to see what other work needs done this year to stay in compliance with our Defensible space.
3. I will be installing a lock on the stairs door so that we can keep playdate and others from going down stairs. This will help also not having others going down once pool is open. Truckee Fire has approved keeping that area locked as there are 2 exit doors upstairs to use in case of fire.
4. Escrow and DRC inspections have been consuming a lot of my time as there have been a lot more than usual. Especially Escrow inspections.