

**Glenshire Devonshire Residents Association
Board of Directors Regular Meeting
Minutes
February 10, 2022
Video/Teleconference**

Directors Present: Claudia Hanson, Adrian Juncosa, Kathleen Raber, Miriam Rack, and Julia Collins

Other Present: Lori Kelley – GDRA, owners Denis Weil, Lauren DeGeronimo, and recording secretary Judy Friedman

I. Call to Order and Establishment of Quorum

The meeting was called to order at 6:00 PM and a quorum was established.

II. Property Owner Comments

There were no comments on items not on today's agenda.

III. Reports

A. Operations Manager Report

Kelley's Operations report for January was in the meeting packets.

The Board considered the proposed survey. Collins voiced concern that some of the questions were related to items that cannot be achieved, even if the membership scored them highly. Juncosa agreed, asking if that would create unrealistic expectations. Others felt those questions would at least acknowledge the Board is considering the items and although they may not be able to be accomplished now, they could remain on the radar. The idea was word smithed and there was agreement to qualify the questions with a statement that "the Board is interested to hear the demand of this item in the community. Should the Board explore this option?" There was also discussion that although the Association may not be able to provide the service or amenity, perhaps a third party could.

IV. Unfinished Business

A. Consent Calendar

- 1. Approval of Minutes – January 13, 2022 regular meeting**
- 2. Monthly Financial Reports**
- 3. Committee Minutes**
- 4. Correspondence**
- 5. Funds Transfers**
- 6. Dam Permit**

Kelley asked to pull Item IV.A.5, Funds Transfers, so the specific amounts would be in the minutes.

It was moved by Juncosa and seconded by Raber, to approve the Consent Calendar as presented, with the exception of Item 5. Funds Transfers. Motion carried unanimously.

It was moved by Juncosa and seconded by Rack to approve transferring \$50,000 from the Bank of the West operating account to the Bank of the West money market interest bearing account and \$80,000 from the Plumas Bank operating account to the Bank of the West money market interest bearing account to maintain FDIC limits. Motion carried unanimously.

B. Governing Documents Final Drafts/Election Process

Raber asked for clarification on the section about excavation and dealing with associated run-off. The proposed fee could be very costly to the property owner. Juncosa explained his reasoning for including the cost. When the subdivision was laid out, most tributaries are on common area, but many are not and there could be issues if the

wetlands and tributaries are not noted in some way. The resulting sediment could create a huge water quality issue. Following additional discussion, there was agreement that the Town of Truckee Development Code would be referenced and that all permitting requirements must be met even on private parcels.

Collins appreciated the sections related to short-term rentals (STRs). She has no interest in being any more restrictive than the Town ordinance. Raber agreed with not allowing short-term renters to use the amenities. Juncosa noted the attorney responded to several questions, but not that limitation specifically or any others regarding short-term renters. Discussion followed regarding current practice. Those renting long-term sign a transfer allowing their renters to use the amenities. There was consensus to defer to Town requirements regarding short-term rentals. There will no additional language regarding use of amenities.

The Board considered the language related to the effective date and lighting. There was agreement that fixtures could be grandfathered in until the house was sold or when the lights were replaced, but there could not be “light trespass” from the fixture.

Other components of the document were considered.

It was moved by Juncosa and seconded by Rack to conduct the Annual Membership Meeting in October, rather than September. Motion carried unanimously.

The Code of Conduct and Employee Handbook were adopted.

It was moved by Juncosa and seconded by Collins to instruct the attorney to make changes to the CC&Rs and Bylaws expressed in a memorandum dated February 10, 2022 and instruct them to put those changes into final draft versions to be approved at the March Board meeting, with the exception of the Short-Term Rental language. The language previously adopted by the Board shall stand. Motion carried unanimously.

V. New Business

A. 2022 proposed policy amendment - Rules: DRC Fees/Policy

Kelley and Juncosa presented the proposed DRC Cost Analysis and proposed fees, which were included in the meeting packet. The Board compared the actual costs, the current fees, and the proposed fees. There was concern that some of the fee increases were quite steep. Discussion followed as the spreadsheets were clarified. Kelley explained the process for adopting the fees, which includes a 28-day owner comment period before the Board can vote to accept the document.

It was moved by Collins and seconded by Rack that the Plan/Site Review Fee for Sheds, additions, or other structures up to 120 sq. ft. outside existing house/eave footprint be \$300.00. Motion carried unanimously.

It was moved by Juncosa and seconded by Rack that the Plan/Site Review Fee for Fences, earthen berms, new decks, kennels, landscaping entailing equipment grading be \$300. Motion carried unanimously.

It was moved by Rack and seconded by Collins that the Plan/Site Review Fee for Miscellaneous increased from \$50 to \$100. Motion carried unanimously.

It was moved by Juncosa and seconded by Rack to increase the Re-Inspection Fee to \$125 per visit and noted below under “additional onsite inspections will be” as \$125. Motion carried unanimously.

It was moved by Rack and seconded by Juncosa that the Plan/Site Review Fee for Tree Removal be \$100, the deposit be \$300, and the total, including the deposit to be \$400. Motion carried unanimously.

It was moved by Collins and seconded by Juncosa to increase the Application for Variance fee to \$100. Motion carried with Rack and Raber voting no.

It was moved by Juncosa and seconded by Rack to set the Plan/Site Review Fee for a House or ADU at \$1500, Garage additions at \$1000, and Deposit for Miscellaneous at \$500. Motion carried unanimously.

It was moved by Juncosa and seconded by Raber to include language in the policy that multiple improvements will be processed under the single highest fee. Motion carried unanimously.

It was moved by Juncosa and seconded by Raber to post the Fee and Compliance Deposit changes and policy amendment as stated for the 28-day owner comment period. Further, to direct staff to include an explanation that a full analysis of the true fees of performing inspections was conducted and informed the increases proposed in the policy. Also, that the fees have not been reviewed in many years.

B. Capital Improvement/Reserves Items

It was moved by Juncosa and seconded by Rack to approve the Air Scrubber and Pool Pump expenditures and pool pump assembly as detailed in Board packet, for installation in 2022. Motion carried unanimously.

C. Finance Committee

This item was tabled to March.

D. Board to provide summary report of executive session meeting-January 13, 2022

This item was tabled to March.

VI. Identify Future Agenda Items/Next Board Meeting Date

VII. Adjourn to Executive session

The Board adjourned to Executive Session at 8:22 PM.


Prepared by:

Judy Friedman

Recording Secretary

THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

Accepted by:



Kathleen Raber, Secretary



**G L E N S H I R E
D E V O N S H I R E**
R E S I D E N T S
A S S O C I A T I O N
15726 GLENSHIRE DR
TRUCKEE, CA 96161

To: GDRA Board
From: Lori Kelley, Operations Manager, GDRA
Date: 2/5/2022
RE: Operations Manager Report

Accomplishments January 2022

- Reviewed applicants and scheduled interviews with Facilities Manager (FM) applicants. No hire as of yet. Three interviews scheduled for 2nd week February.
- While awaiting a FM hire, I am searching for a temporary maintenance/pool season hire
- Progress on IT matters and software
- Received consults from two HVAC contractors and received quotes (on this agenda)
- Received consults and quotes from two Pool contractors re: weekly service and replacement of two reserves items (filter and pump assembly)
- Met with finance committee on the two above items.
- Found a back-up snow removal contractor (not an easy task). They helped remove much snow and ice on the property.
- Researched and found a consultant (contractor) that handles Design/Architectural Review inspections, who I propose we hire since we have no FM and applications are coming in.
- Created a DRC project cost analysis.
- Met with Adrian & Claudia on the two above items.
- March Shire content has been submitted, along with help from Board members!
- Member Survey content was part of Shire submission and our final reviews are due to CCMedia by morning of 2/11/2022. So, if any Board member has input, now is the time
- Significant communications and correspondence with Members
- Filling in general maintenance gaps

Working on

- Getting upgraded HVAC system and Merv 13 filters in place by first week of March
- Putting Covid procedures and protocol in place
- Getting clubhouse/locks & keys organized
- If above 3 items go smoothly and Covid numbers are reducing, hopefully we can start some rentals
- Full-time Administrative Assistant job description and posting
- Responding to Facilities Manager applicants
- Hiring interim weekly service (pool)
- Hiring electrician for assorted work needed on property
- Scheduling wading pool reserves work for spring (before contractors are too busy)
- Continuing progress on new software implementation
- Complaints/Inspections
- 2021 Accounting catch up and prep for yearend review (I will be taking a week for this starting immediately), it occurs 3rd week of February
- With Bill Houdyshell on obtaining an inspector for Glenshire area for all point of sale defensible space inspections
- Etc.