

**Glenshire Devonshire Residents Association
Board of Directors Regular Meeting
Minutes
January 13, 2022
Video/Teleconference**

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

Other Present: Lori Kelley – GDRA, owner Anna Grahn-Nilsson, and recording secretary Judy Friedman

I. Call to Order and Establishment of Quorum

The meeting was called to order at 6:02 PM and a quorum was established.

II. Property Owner Comments

Collins is happy to see a green food-scrap waste bin has been installed at the store.

III. Reports

A. Operations Manager Report

Kelley presented her written report, which was included in the meeting packet.

In response to a question about communications during the 12 days the phone and wi-fi were down, Kelley explained staff worked remotely and continually checked voicemail, which was working. Collins asked the timeline for the HVAC work at the Clubhouse. Kelley said two contractors will be looking at the project in order to submit proposals.

The deadline for Facilities Manager applications has been extended to January 20, 2022.

Rack offered to help with the hardware and software upgrades.

IV. Unfinished Business

A. Consent Calendar

- 1. Approval of Minutes –December 9, 2021 regular meeting**
- 2. Monthly Financial Reports**
- 3. Committee Minutes**
- 4. Correspondence**
- 5. Funds Transfers**
- 6. Dam Permit**

Kelley reported there is no update for Item IV.A.6. Dam Permit.

It was moved by Juncosa and seconded by Raber to approve the Consent Calendar as presented. Motion carried unanimously. 5:0

B. Town Local Road Safety Plan

Hanson noted the summary of the program in the meeting packet. The Committee has met once. She described the goals of the Plan, which will include bikes, pedestrians, and vehicles. Hanson identified key intersections to be considered near the school and at the Legacy Trail.

C. Town Micro transit Working Group

Hanson is also representing Glenshire Devonshire on this project. The Group is considering transit alternatives for the area, including micro-transit, to better connect neighborhoods to recreation, schools, and downtown. There are many agencies and organizations involved. Hanson expects this to be a 6-8 month project with monthly meetings.

D. Governing Documents Final Drafts/Election

The final drafts have not yet been received. Juncosa reminded the group that there was general agreement about most items, however in the CC&R General Provisions there was a clause about grandfathering improvements that were allowed at some time in the past. That has been removed from the new version. There is no mechanism to enforce upgrades at time of sale unless the item was not properly permitted.

Discussion followed regarding how that has been enforced and strategies to bring items such as sheds, exterior lighting, and fences up to code. Pros and cons of having upgrades done at time of sale were considered.

Juncosa was asked to consult with Rai for more specificity on why that is not in the new Restated version. This item will be on the next meeting agenda.

E. Committees

Kelley was asked to set a Financial Committee meeting.

Collins asked to serve on the Personnel Committee. Juncosa will drop off.

Kelley said there is no one on the Covenants Committee, which deals with complaints and rules. Juncosa volunteered to serve. He suggested adding a representative from the community and giving the Committee enforcement teeth. Kelley will reach out to the community once the Committee charter is formalized. When the Covenants Committee is in place, the CC&R Committee will be disbanded. Hanson will drop off and Juncosa will chair.

Kelley was asked to post the Committees on the website as a way to solicit community members to join. An eblast will also be considered.

V. New Business

A. Outreach: March Shire / Member Survey

Rack asked the group to consider the desired outcome of the survey and how it will be used. There was general agreement that the Board will use the results to set priorities. Discussion followed on the best way to proceed including strategies to get the best response.

The Outreach Committee will finalize the survey. Rack offered to participate.

B. Board to provide summary report of executive session meetings – December 9, 2021

Raber reported the CC&Rs and some homeowner property issues were reviewed.

VI. Identify Future Agenda Items/Next Board Meeting Date

There was agreement to keep the February 10, 2022 meeting on the calendar. There could be need for an Executive Session, the estimates and timeline for the HVAC system may be available, and the CC&Rs may be ready for review. The April 14 meeting may be cancelled due to spring break.

VII. Adjourn to Executive session

The Board adjourned to Executive Session at 7:03 PM.

Prepared by:
Judy Friedman
The Paper Trail

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: 1/8/2022
RE: Operations Manager Report

Accomplishments December 2021

- Created new Facilities/Community Standards Manager full-time Job Description, and posted on 3 venues
- Created new Operations Assistant part-time/seasonal Job Description, and filled the position
- Hired a snow removal contractor
- Contracted and on boarded with an outside payroll service (Paychex)
- Contracted with an outside HR service (Cal Chamber)
- Mailed out 2022 Annual Dues billing
- Received and posted many Dues payments
- Was able to close office for a few days over holidays
- Significant communications and correspondence with Members

Storm Issues

- Clubhouse phones/Wi-Fi services were out for 12 days Dec 24th through Jan 4th – downed wire.
- Snow removal contractors are crazy busy, and have kept up the clubhouse as best as possible. I'm working on finding a backup.

Resuming Clubhouse Rentals

- HVAC contractors are backed up, and would like to get the air exchange/filters addressed prior to rentals
- Found a cleaning company, and they plan to do the first monthly cleaning in February
- Still need to take time to get all procedures in place, i.e. new waivers, Covid protocol, re-organize clubhouse, etc
- Hopefully the surge in new Covid cases will subside by the time we are ready to host rentals

Working on

- Training new part-time operations assistant, mainly filing, scanning, organizing, minor maintenance
- Preparing full-time Administrative Assistant job description and posting
- Responding to Facilities Manager applicants
- Working out details with new payroll service
- Hiring electrician for assorted work needed on property
- Scheduling pool filter and pump reserves replacements (before spring-when contractors too busy)
- Scheduling wading pool reserves work (before contractors are too busy)
- Updating software, with consultant
- Complaints/Inspections
- Shire content due 1/26/2022
- Etc