

Glenshire/Devonshire Residents' Association, Inc.
Board of Directors Regular Meeting
MINUTES
October 13, 2022 6:00 pm
Via Google Meet

Directors Present Claudia Hanson, Adrian Juncosa, Kathleen Raber, Miriam Rack and Julia Collins
Others Present Lori Kelley, GDRA Owners

I. Call to Order and Establishment of Quorum

President Hanson called the meeting to order at 6:02 pm. A quorum was established.

II. Property Owner Comments

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

III. Presentations

A. Jan Zabriskie, Town Council member, Updates & Discussion

Jan presented on Land Use, Dark sky lighting - festive string lighting (provision is on the table to be addressed). Spoke about wildfire and owner defensible space. Fire District is responsible for enforcing fuel reduction and home hardening rules. Town's role is evacuation and emergency preparedness. A number of changes are being proposed in GP Update to increase safety, including 2nd egress for new developments. Firewise Communities are helpful (would like to speak with the Glenshire leader). Hearing Glenshire Drive traffic safety questions- too narrow and too fast, question about dirt bike trails on road. Town now follows a 2015 master plan, and Jan is all ears for Glenshire putting together a dirt bike trail program. \$100M to develop new bike plan – not enough funds and workers. Town working on affordable housing options. Questions: Kathleen had questions on mitigating density. Jan: Every project that comes in will be subject to mitigation-we either specify mitigation or accept fees in lieu of mitigation. Miriam - how does GP tie in with surveys, particularly re: increased density in Glenshire? Jan: Only get 3% of town residents to respond to surveys. Yes, there is an increased density in Glenshire around the Glenshire store to try and increase availability of lower income housing, and is aware many want no increase in density. Miriam understood increased density favored in Truckee, not Glenshire. He is in favor of infill housing where we have a greater assortment of services and less driving required. Glenshire residents can request to keep existing density on housing, and is hoping residents support increase in commercial to save people trips to Town, maybe allowing store to go to 2 stories, increase possibility of daycare center, laundromat, etc. Kathleen is too high population already. Jan: Still many empty lots. The commercial density increase helps to increase jobs and affordable housing. Miriam: Concerned about not enough roads for wildfire evacuation, already a large impact on environment and wildlife, so Glenshire makes the least sense to try and increase density. Jan: You can tell the council this is a greater fire risk, cost, increase traffic and creates more greenhouse gases. Canyon Springs preservation is a big hurdle and the increased density near the store pales at comparison. Adrian: Agrees with Miriam that it doesn't make a lot of sense for housing density to replace commercial, when having more services, exactly as you said that having more things in that commercial area could save distant trips out of the neighborhood. What you said makes a lot of sense. Jan: (not verbatim) Governor signed a bill that all land occupied by commercial development must allow 15 residential units to be built, per acre. Claudia: Feels density is a great idea in that commercial area, it's already graded and will allow some to afford to live out here. Won't add more impact to the area, would like to keep in character of area. Julia: What is timeline on residents bringing concerns to Town Council. Jan: No workshops are planned. Final draft version of GP update to go to Planning Commission 2/21/23, then will revise and send recommendation to Town Council and is scheduled to adopt the Town GP Update on 3/20/23.. Best way to give input: 1) Go to Truckee2040 and

submit GP comments and email same comments to Planning Director Nishimori and to Jenna and copy every Council members. Comments will be taken into consideration.

IV. Reports

A. Manager Report

Attached to Minutes. Board question re: facilities manager hiring update. Possible interviews soon.

V. Unfinished Business

A. Consent Calendar

1. Approval of Minutes – September 8, 2022 and September 17, 2022 regular meeting
2. Committee Minutes
3. Correspondence

Miriam moved to approve consent calendar, Kathleen seconded. Unanimously approved

B. Monthly Financial Reports

Miriam confirmed she reviewed all of July and August 2022 financial reports

C. Fund transfers **Julia moved to:**

1. Transfer \$25,000 from BOW Operating MMA to BOW Operating Checking for cash flow
2. Transfer \$350,000 from EJ Operating MMA to an EJ CD to accrue higher interest
3. Transfer \$450,000 from EJ Reserves MMA to an EJ CD to accrue higher interest

Miriam seconded. Unanimously approved

D. Appoint Design Review Committee members

Julia moved to appoint Denis Weil to the Design Review Committee, Miriam seconded. Unanimously approved

E. 2023 Budget discussion continued:

Lori presented:

- Requested changes from prior meetings were made, while not exceeding 5% dues increase.
- The Board utilized 2021 survey results to help guide the budget decisions: 1) Wildfire protection 2) Improved common areas/facilities 3) Re-opening clubhouse 4) Insuring properties are compliant.
- Main expenses increased: 1) Def Space inspection staff 2) Lake trail and Boardwalk improvements 3) Facilities/Admin staff to help improve rentals and better serve our Members 4) Inspection staff
- Some expense cuts: 1) Outside consulting services 2) supplies 3) utilities due to increasing efficiency in pool equipment 4) Capital Improvements by using existing Lake Trail Fund and past year's surplus funds.
- Replies to Board questions:
 - 1) If there is a surplus in a year, it does not roll over to use in the next year's budget; however it increases operating and/or reserves funds.
 - 2) Capital Expenditure examples – New Playground Equipment, New Boardwalk. These items then then go into reserves study in future years, wherein a portion of annual reserves funding goes toward replacing the cost of replacement
 - 3) There are other needed capital improvements/maintenance needs for 2023 that are either in the 2023 draft budget or can be covered by existing operating funds (due to unable to fit into 2022).
 - 4) The pool experience of the to be hired facilities staff will factor into reducing our outside pool company cost, or facilities salary? Not sure on a savings due to we are contracted with pool service through July 2023, and it takes time for both experienced and non-experienced pool candidates to learn our system.
 - 5) Ideally, we want to hire an experienced pool person for facilities staff. Not always easy to find this person that also has other qualities we need. We've had this job posted for months and have

found one interested that knows pools and one that doesn't and both prefer to keep pool service for awhile. We don't plan to have someone hired at budgeted amount if they don't have pool experience or still want to use the pool service. Hiring of facilities staff is planned to be discussed in a personnel meeting?

6) Salaries for new staff will be determined as we hire, depending on their experience, etc.

7) Staff will inquire regarding possibility of combining governing docs election and Board election into one ballot mailer. The \$18K in 2023 draft budget not include a governing documents inspector as it was decided to hire a local person for much less.

8) It can be confusing re: portion of annual dues allocated to replacement fund, because there is a negative on income side. This is communicated in the annual Budget mailer and staff will work with Julia to better communicate that to Members and how this helps build funds up to help avoid special assessments and is a safety net.

-Miriam moved to approve the 2023 budget, Adrian seconded. Unanimously approved

-Adrian moved to amend Miriam's motion we passed that approved the budget with 5% dues increase to allow Lori to make adjustments within the budget spreadsheet and funds allocation based on results of the reserve study, Julia seconded. Unanimously approved

F. 2022 non-budgeted items

Lori updated we don't have all quotes in yet regarding 2 most important items per prior and existing facilities managers: 1) New lock system clubhouse and facilities 2) Pool chemical system upgrades. Possible to put some of the excess to reserves. Would like input from Board on any other items they suggest. Question was asked if a new building or new equipment. Reply: Upgraded system. Solar questioned. Reply: Staff is in process of getting quotes to finish our solar system on pool/maint building. Kathleen agreed with pool system and increased reserves funding.

VI. **New Business**

A. Town winter Micro-Transit pilot project update

Claudia provided update – Town approved yesterday and will start Dec 15-April 2, 8am-10pm

B. 2021 Tax returns

Julia moved to approve the filing of the 2021 tax returns, pending Lori's review, Kathleen seconded. Unanimously approved

C. Board Meeting dates

Discussion. 4th Thursday was agreed upon. Agreed to change 11/10 mtg to 11/7 to meet quorum.

D. Future Agenda Items **None mentioned**

E. Board to provide summary report of Executive session meetings – September 8, 2022 and September 17, 2022. Kathleen provided summary: 9/8/22: Called to order, established a quorum. Move to approve 8/18/22 executive minutes, passed consent items, no discussion on contracts and legal agreements, discussion on recreational easements. Tabled 2, 3 and 4 on action items. No personnel matters. Adjourned 8:56. 9/17/22: Called to order Claudia, Adrian, Julia present. Approval of minutes of executive session. No properties, no legal matters, just a discussion of a potential legal matter, no decisions made. Adjourned 12:55pm.

Julia moved to Kathleen's summary of executive session minutes from 9/8/2022 and 9/17/2022 executive session meetings, Adrian seconded. Unanimously approved

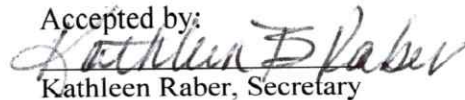
VII. **Adjourn to Executive session 7:44 pm**

Prepared by:

Lori Kelley

GDRA Staff

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

Date: 10/13/2022

To: GDRA Board

From: Lori Kelley, Operations Manager

OPERATIONS MANAGER REPORT

Fuels Management / Defensible Space

- Excerpts from Oct 2022 Shire:
 - Truckee Fire will have their Defensible Space Team in the neighborhood completing defensible space inspections in the southern portions of the association this fall, all over 3 yrs. GDRA inspectors will be following up to make sure this important defensible space work is completed and maintained. To help streamline this process and reduce duplication of efforts and costs, the Glenshire Association is asking our residents to share their Truckee Fire inspection report with us.
- Bill is working with a contractor to perform some fuels management work this fall in common area behind Donnington and The Strand.

Clubhouse Rentals

- We are booking more, 4 bookings in October!

Deadlines over the next month

- 10.13.2022: Review 2021 income tax returns, obtain President signatures / **PR**
- 10.14.2022: DRC: Review submitted apps, send Notices of Intent, prep/post agenda for 10.25 mtg
- 10.17.2022: Snow removal contracts
- 10.17.2022: Start 2022 Budget & Information Mailer, and any budget amendments
- 10.17.2022: Collections matters
- 10.17.2022: Current Reserves Study 2nd draft
- 10.21.2022: DRC Meeting preview/prep
- 10.25.2022: Stain exterior clubhouse (possibly boardwalks if fit in before weather)
- 10.25.2022: DRC meeting & wrap / **PR**
- 10.27.2022: DRC: Review submitted apps, send Notices of Intent, prep/post agenda for 11.8 mtg
- 10.27.2022: Firewise Committee meeting
- 10.28.2022: Quotes for upgraded pool chemical system
- 10.28.2022: Send letters re: 10.13.2022 executive session decisions
- 10.28.2022: Send letters to Step 2 properties in 11.10.2022 executive session
- 10.31.2022: Complete security camera installs, more efficient phone system, thermostats
- 11.02.2022: Complete Draft 2022 Budget & Information Mailer
- 11.03.2022: Complete required monthly financial reports
- 11.04.2022: HR – Onboard Admin & Facilities employees (admin started 10/12) Finish job duties list
- 11.04.2022: November 2022 Board Agenda and Packet prep and posts
- 11.04.2022: DRC Meeting preview/prep
- 11.08.2022: DRC Meeting & wrap
- 11.08.2022: Finance Committee Meeting / **PR**
- 11.10.2022: Board Meeting
- 11.11.2022: Prepare Final Draft 2022 Budget & Information Mailer
- 11.11.2022: Print/Fold/Stuff 2022 Budget Mailer – Mail 11.12.2022
- 11.15.2022: Firewise yearend designation renewal packet submission-get info from partners