

**Glenshire Devonshire Residents Association  
Board of Directors Regular Meeting  
MINUTES  
September 21, 2023  
Glenshire Clubhouse 15726 Glenshire Dr, Truckee, CA 96161  
and Virtual**

**I. Call to Order and Establishment of Quorum**

Hanson called the meeting to order at 6:00 PM. A quorum was established.

**Directors Present**

Board members present were Claudia Hanson, Kathleen Raber, and Julia Collins. A quorum was established.

**Others Present:** Lori Kelley – GDRA, owner Kenneth Hoedeman, and recording secretary Judy Friedman. There may have been others present who did not identify themselves.

**II. Property Owner Comments**

Hanson attended the recent TDPUD Glenshire Community Circle. Topics discussed included public safety, reliability, and water conservation. There will be more meetings to come in the various neighbors served by TDPUD. More information is on their website.

**III. Reports**

**A. Manager Report**

Kelley presented her written report, which was included in the meeting packet. She has received requests for ballots and copies of documents for the governing documents election. The election was extended to October 19, 2023, with ballots due on October 14.

The leaks in the pool equipment room have been addressed.

**B. Facilities Report**

Dylan Bonnie's report of September 15, 2023 was in tonight's packet. Kelley will investigate options for the deck project while it is still in the design phase.

**IV. Consent Calendar**

**A. Approval of Minutes – August 17, 2023 regular meeting**

**B. Committee Minutes**

**C. Correspondence**

**It was moved by Raber and seconded by Collins to approve the items on the Consent Calendar as presented. Motion carried unanimously.**

**V. New Business**

**A. Financial Statements**

Kelly reported Rack has not had a chance to review the financials. It was agreed the reports will be sent to Hanson for review and presented to the Board at the next meeting.

**It was moved by Raber and seconded by Collins that Hanson will review the financial statements. Motion carried unanimously.**

**B. Funds Transfer Request**

**It was moved by Collins and seconded by Raber to approve the following transfers: \$325,000 from EJ Reserves MMA to EJ Reserves 6-month CD and \$80,000 from EJ Operating MMA to**

**Plumas Operating MMA for cash flow. Motion carried unanimously.**

### **C. Governing Documents Election**

Kelley reiterated the election extension. There is a Members Information Meeting scheduled for September 28 to answer questions about the governing documents and election.

### **D. 2023 Unbudgeted Expenses**

Kelley is still waiting for the estimate for solar.

### **E. Consideration and possible appointment of Board Members**

Candidate's Statements of Interest were in tonight's meeting packet. Discussion followed as the qualifications and expertise of each were considered. Lisa Williams will be asked to attend a Special Board meeting for her appointment to be considered.

**It was moved by Raber and seconded by Collins to appoint Anna Grahn Nilsson and Kenneth Hoedeman to the GDRA Board of Directors for two-year terms effective October 19, 2023. Motion carried unanimously.**

### **F. 2024 Budget**

The Board considered the proposed 2024 Operating and Reserve budgets and discussion followed as specific line items were clarified.

Collins noted increased costs, including staffing, which has resulted in being fully staffed with qualified people, repairs, defensible space, and amenities. She suggested the Board needs to develop job descriptions and goals so staff can be evaluated fairly. This item will be discussed in more detail in Executive Session.

The Board compared the 2023 budget with the proposed and considered options for dues and pool fees to address higher Operating expenses. Approximately 15% of the budget is allocated to Reserves, although that amount can be adjusted.

**It was moved by Raber and seconded by Collins to increase the Guest Drop-In Fee to \$10, the Member Drop-In Fee to \$8, and the Lap Swim Fee to \$5. Motion carried unanimously.**

Kelley is getting requests for the pool to stay open later in the season and some options were considered. Kelley will check if a life guard will be required for the additional time. The Board will consider the item at its October 19 meeting. Discussion on the budget continued.

**It was moved by Raber and seconded by Collins to adopt the 2024 budget as presented contingent upon Hanson adjusting the Reserve Fund allocation if necessary. Motion carried unanimously.**

### **G. Property Inspection Policy**

Kelley has had requests to reinstate routine property inspections. Because of staffing issues, inspections have only been done upon request or during escrows. The Facilities position could take on that task, but a policy needs to be adopted to give them direction. The Board considered options for inspections, addressing compliance, and responding to member's requests. Kelley was asked to get more information on the pros and cons and this item will be considered in more depth at a future meeting.

### **H. Future Agenda Items**

Kelley was asked to reinstate Movie Night. There was a brief conversation and consensus that there

should be no fee for the movie, but snacks could be sold. Kelley will work on ideas.

**I. Board provide summary report of Executive session meetings August 17, 2023**


Raber reported the Board considered the CC&R election, owner compliance issues, and legal matters.

**VI. Adjourn to Executive session**

The Board adjourned to Executive Session at 7:25 PM

Prepared by:  
Judy Friedman  
The Paper Trail

Accepted by:

  
Adrian Juncosa, Vice President



**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: Glenshire/Devonshire Board of Directors  
From: Lori Kelley, Manager  
Date: 9/19/2023  
Re: GDRA Manager Report/Updates

**The below items is where most of my time has been spent over this past month.**

#### **Gov Docs Election**

- The election has been extended to 10/19/2023, with ballot due date of 10/14
- Secondary ballots have been mailed out. New signs are up. Door hangers will occur soon. The election is featured in the Shire. Website is updated. Member info meeting with pizza is next Thurs 9/28.
- The Gov Docs and Outreach Committees have been very helpful in this process.

#### **Pool**

- We were able to extend the pool season to 9/17 and will open more days if weather and staff permits.
- The wader pool has been popular

#### **Recruiting-Admin Assistant**

- We had a high number of applicants and held about a dozen interviews
- Hope to have new hire starting week of 9/25

#### **Firewise**

- Defensible Space and Fuels Management staff is quite active this past month and should be through October
- Fuels management project is in the completion stage in common area between The Strand/Donnington
- I'm scheduling a Firewise Committee meeting soon to prepare for our Firewise Workshop, hopefully for the 10/14 Annual meeting

#### **2024 Budget**

- A lot of time and research has gone into this process
- The finance committee was very involved along the way, along with Julia on job descriptions, which factors into the budget
- We are on the 5<sup>th</sup> budget draft which will be reviewed and discussed at the 9/21 Board meeting
- Reserve Study edits have been submitted to our Reserves consultant; hope to get final report by 9/21

#### **Other**

- We had some leaks in the pool area and a leak detection company was hired and all is resolved
- Complaints and inspections have been consistent
- A lot of work went into the October Shire issue and should be in mailboxes by Oct 9
- In process of planning some fall and spring projects



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## MEMO

To: Lori Kelley, Manager, GDRA

From: Dylan Bonnie, Facilities Manager, GDRA

Date: 9/15/2023

RE: Facilities Manager Report

- Completed:
  - Auto fill line repair for wading pool
  - RFP for south and west deck demo, design, install
  - Staining and painting of clubhouse
  - Landscape irrigation main line detection and repair
  - Snow removal bids for 23-24 season (need one more)
  - Bathroom construction
  - Proposal for new trash enclosure on west end of shop
  
- Currently working the following projects:
  - Transitioning pool operations to winter protocol
  - Property Inspection check list for escrows, DRC, and complaints
  - Moving Reservations/HR personnel to downstairs office
  - Procuring bids for urinal install
  - Main pool autofill install
  - Solar install on pool house/shop facility
  - Shade structure on west end of pool deck
  - Wildflower native plant landscape proposal