

**Glenshire Devonshire Residents Association
Board of Directors Regular Meeting
October 19, 2023
Glenshire Clubhouse 15726 Glenshire Dr, Truckee, CA 96161
And Video/Teleconference**

I. Call to Order and Establishment of Quorum

Lori Kelley called the meeting to order at 6:03 PM. A quorum was established.

Directors Present

Board members present were Adrian Juncosa, Miriam Rack, Lisa Williams and Ken Hoedeman.

Board members absent: Anna Grahn-Nilsson.

Other Present: Lori Kelley, Jessica Johnson – GDRA, Tom Ballister, Dennis Weil, and Carla Embertson - Members. Attending online include Julia Collins, Jean Brooks, and Diana Bell - Members.

II. Governing Documents Ballot Tabulating

An adequate number of ballots were not received; therefore, this task has been postponed.

III. Property Owner Comments

There were no comments.

IV. Reports

A. Operations Manager Report

Hoedeman asked if we contracted a Forester. Juncosa confirmed the use of an ongoing contractor.

Rack asked a clarifying question regarding the dues rate being raised.

In response to Hoedeman's inquiry Kelley summarized we have a professional reserves company with robust software to best advise us on how to manage our reserves and we are in the fair range.

Board member questions were answered by Kelley who advised numerous projects are coming up in the next couple of months which will pull from our reserve funds.

B. Facilities Report

Juncosa commented on item #6 storm water run-off that he and Dylan should discuss ensuring the water run-off arrives to the pond as a last resort due to water quality concerns.

Option for dumpster location was discussed. Mr. Weil. commented that the exterior casing should match the design style of the building. Rack and Juncosa agreed that the cameras being on it is a good thing.

V. Consent Calendar

A. Approval of Minutes – October 10, 2023

B. Committee Minutes

C. Correspondence

It was moved by Rack and seconded by Juncosa to approve the Consent Calendar as presented. Motion carried unanimously.

VI. New Business

A. Appointment of Board of Director Officers

Rack appointed Juncosa as President

Juncosa nominated Rack to continue as treasurer; she disclosed that she'll be stepping down from her position in February 2024 due to traveling work commitments.

Grahn-Nilsson (not present) volunteered herself as Secretary per communicating with Kelley

Hoedeman volunteered as Vice President

Williams was appointed Member-at-Large

Juncosa moved and Rack seconded to appoint the officers as noted above. Motion carried unanimously.

B. Appointment of signers for all GDRA bank accounts

Juncosa, Grahn-Nilsson, and Williams have been appointed to this role. Lori Kelley, Manager, will remain as a signer on all bank accounts.

C. 2024 Budget & Information Mailer

Kelley provided an update that we received the reserve study back and the decision was to still allow staff to adjust as needed with the difference factored towards utilities.

D. 2022 Tax Returns

The tax returns are in the shared drive for the board to review.

Hoedeman questioned the eFile verbiage requirement for businesses. Board discussed and staff will check with CPA on this item.

E. Financial Statements

Hoedeman inquired why the Capital Improvements Budget was treated as a separate line item. Kelley advised we are using prior excess Operating funds to offset 2024 dues increase.

Rack reviewed the financial statements for August with no questions. Kelley will prepare September and October financials statements ahead of next month's meeting. Rack will be out of the country at that time but will provide a written approval of statements.

F. Funds Transfer Request

Kelley requested to move \$30,000 from EJ Operating to BMO Operating.

Rack moved and Williams seconded to approve the funds request. Motion carried unanimously.

G. Future Board Meeting Dates

The Board agreed to move the monthly meetings to the third Wednesday of each month.

December and April will likely be skipped.

H. Future Agenda Items

- DRC fees in January to allow the new board members to further familiarize themselves with procedures.
- DRC exterior colors
- Committee member appointments
- Election date and outcome

I. Results of Governing Documents Election or, Election Extension dates will be announced

Board and member comments were made and it was agreed to extend the election date to November 15th in an effort to gather additional votes to meet the minimum votes needed to hold an election.

Rack moved and Williams seconded to extend the election to early November. Motion carried unanimously.

J. Board provide summary report of Executive session meetings September 21, 2023 and October 10, 2023


Kelley was directed to provide summary: Kelley reported Board reviewed correspondence, Action properties, personnel staffing/duties and contracts

Juncosa moved and Rack seconded to approve the summary report of the Executive session meeting as presented. Motion carried unanimously.

VII. Adjourn to Executive session

The Board adjourned to Executive Session at 7:27 PM

Prepared by:
Jessica Johnson
GDRA

Accepted by: 

Anna Grahn-Nilsson, 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: Glenshire/Devonshire Board of Directors
From: Lori Kelley, Manager
Date: 10/16/2023
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 needs to be extended again, still need approx. 150 ballots
- The Gov Docs and Outreach Committees have been very helpful in this process.
- The Board will determine new extension dates at 10/19/23 Board meeting

Staff On-Boarding

- The two newly hired part-time admin assistants, Jessica and Maygan are on their 3rd week, and doing well.
- Dylan is becoming more comfortable in his facilities/maintenance position and has now been here four months.

Firewise

- Defensible Space and Fuels Management staff is quite active this past month and should be through October
- Fuels management project has been completed in common area between The Strand/Donnington
- Fuels management is expected to be performed on GDRA grounds this month (mainly tree limbing)
- Our Firewise workshop was successful, held at the Oct 14th Annual meeting
- Will reapply for Firewise recertification mid-November

2024 Budget

- A lot of time and research has gone into this process, and we are at a 3% dues increase of \$15/year (\$1.50/month/per property)
- The 2024 Budget mailer takes days to prepare and is due to be mailed out by 11/15/2023
- Still awaiting Reserve Study edits that will most likely cause a slight edit to the budget, as agreed upon in our 9/2023 regular board meeting.

Other

- Rentals are picking up for the holiday season
- 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: 10/10/2023

RE: Facilities Manager Report

- Completed:
 - HVAC upgrades (Dual zones)
 - Gazebo repairs and painting
 - Pool winterized
 - Pool autofill
 - Irrigation winterized
 - Excavation of west end pond entrance storm water runoff
 - Memorial Bench install on pond
 - Clearing walking trail and applying DG to low spots
 - Window cleaning on clubhouse

- Currently working the following projects:
 - Property Inspection check list for escrows, DRC, and complaints
 - Moving Reservations/HR personnel to downstairs office
 - Solar install on pool house/shop facility
 - Shade structure on west end of pool deck
 - Walkway and flagpole concrete resurfacing bids